**DOCUMENTS TO BE SUBMITTED WITH CME APPLICATION**

[ ]   Documentation supporting the practice gap/needs assessment data/pre-activity data for outcome evaluation

[ ]   Completed Disclosure Form from the planning faculty.

[ ]   Completed Mitigation Strategy Form for any Planners that have relationships with ineligible companies (*if applicable, CE office will alert faculty if mitigation is needed*)

[ ]   A draft of the promotional material (flyer and/or brochure with confirming appropriate CME information) **(The CME Office needs to approve all promotional material prior to publication or distribution)**

[ ]   Draft agenda, including topic, speaker(s) and times of presentation.

[ ]   Request(s) to commercial interests for funding (*if applicable*)

[ ]  Initial CE Budget *(Not required if there is a zero budget)*

**DOCUMENTS TO BE SUBMITTED 1 WEEK PRIOR TO THE ACTIVITY DATE**

[ ]   Completed Disclosure Form(s) from the faculty (speakers/moderators/authors/peer reviewers)

[ ]   Mitigation Strategy Form for any Faculty members that have relationships with ineligible companies (*if applicable*, *CE office will alert faculty if mitigation is needed*)

[ ]   Completed Clinical Content Validation Form(s) *(Preferably submitted prior to activity)*

[ ]  Completed Speaker Authorization Forms from all speakers *(If applicable, only for recorded live sessions & online enduring activities)*

[ ]   Final promotional material such as the flyer, brochure, agenda, and/or Title Page

[ ]   Signed Written Letters of Agreement for educational grants (*if applicable*)

[ ]  Signed Speaker Agreements for those receiving honoraria/reimbursement *(if applicable)*

[ ]   Signed Exhibit Agreements (*if applicable*)

[ ]  List of Resources used *(For online enduring activities only)*

**DOCUMENTS TO BE SUBMITTED 4 WEEKS AFTER THE ACTIVITY DATE**

[ ]   Completed Clinical Content Validation Form(s)

[ ]   Final Budget (Not required if there is a zero budget)

[ ]   Any handouts