

**CHECKLIST OF REQUIRED DOCUMENTATION TO BE SUBMITTED WITH CME APPLICATION**

**APPLICATIONS SUBMITTED WITHOUT DOCUMENTATION  
WILL NOT BE APPROVED UNTIL DOCUMENTATION IS RECEIVED**

- \_\_\_\_\_ Payment information provided if application is for an enduring materials or one time activity.
- \_\_\_\_\_ Planning Committee Disclosure Form(s) (completed & signed by Activity Chair and all planning committee members).
- All forms must also be reviewed, resolution of conflict(s) documented, approved and signed by a Reviewer (the reviewer is the department contact person or person completing the application).
- \_\_\_\_\_ Joint Sponsorship Supplemental Application and Agreement, if applicable.
- (This is for programs jointly sponsored by a group outside of the University of Missouri system. The joint sponsorship application and agreement forms must be requested from the CME office.)
- \_\_\_\_\_ Documentation of Physician Practice Gap/Needs Assessment.
- \_\_\_\_\_ CV, resume or bio for planning committee members not on the faculty of the University of Missouri (please provide CV's electronically whenever possible).
- \_\_\_\_\_ For RSS, program schedule with as much detail as possible.
- \_\_\_\_\_ Copy of Speaker Communication informing speakers of FDA & ACCME Guidelines regarding content of CME presentations. (Speaker disclosure forms and CV's/bios can be provided with the post-activity reporting).
- \_\_\_\_\_ Sample sign in sheet and publicity.
- \_\_\_\_\_ Evaluation Questionnaire including learning objective(s) and specifically asking participants whether learning objectives were met; include open-ended questions.
- \_\_\_\_\_ Optional – if you are paying speaker honorarium greater than \$2000, please attach an explanation.