



Office of Continuing Education
Live Activity Pre-Application Checklist

This checklist was created to help you prepare to fill out the online application for accreditation.

You can find this checklist and document templates on our website at

https://ce.uams.edu/planyouractivity/accreditation/tools-and-resources/.

Table with 2 columns: Activity Name, Activity Date

Information and Documentation Required In The Online Application

Please make sure you have this information/documentation before you start the online application form. We cannot approve the application (even contingently) until we have all of the following information.

Basic Information

- Title, Date, and Location of Activity
Brief Description of the Activity
Type of Credits you are requesting
Number of Credit Hours you are requesting (estimate)

Planners and Faculty

- List of all Planning Committee Members and Faculty including Speakers, Moderators, and Panelists in the required excel spreadsheet template.
Planning Committee Financial Disclosures
Detailed Agenda with times, breaks, topics, and speaker names

Gap and Needs

- Completed Gap and Needs Worksheet - not required, but strongly advised
Needs Assessment Documentation - must be uploaded in application

Objectives and Learning Outcomes

- At least three measurable learning objectives - use table of appropriate verbs

Commercial Support and Budget

- Preliminary Budget in the required excel spreadsheet template that lists all proposed income and expenses for the activity

Once you have all of the information above and all of the documentation required for upload, you are ready to start the online application form. You can find the online application at https://uams.cloud-cme.com/Application.aspx.

## Information and Documentation Required 2 Weeks Prior to the Activity Date

*After you have received a contingent approval for your activity, you will have until 2 weeks prior to the activity date to submit the following documentation. You will be provided a detailed list of required compliance documentation in the approval email.*

- Speaker Financial Disclosures**
- Speaker Presentation Slides** – *only for speakers who identify a financial relationship with ineligible companies*
  - COI Resolution** for speakers with relevant financial relationships with ineligible companies must be completed prior to the activity date.
- Compliant Promotional Materials** – *see section below about compliant promotional materials*
- Final Agenda**
- Final List of Exhibitors and other Supporters**
- Signed Letter of Agreement** for all Commercial Supporters – *a commercial supporter is an ineligible company that is providing an educational grant. This does not apply to federal or state grants.*
- Audience Disclosure Method**

## Compliant Promotional Materials

*The Office of Continuing Education must approve all promotional materials before they can be sent out or posted online. This includes the following types of promotions:*

- Emails
- Websites
- Social Media
- Flyers
- Brochures
- Internal Promotions – *like UAMS Announcements, videos and postings around the campus, or internal memos*

Please upload a draft of your promos in the application form or you can email us the draft at a later time.