Continuing Education Activity Checklist

Document Revised 020725 - View Current Information Online https://vcu.cloud-cme.com/default.aspx?P=1200

The checklist below serves as a guide for planners to ensure all required documentation is submitted to VCU Health Continuing Education. Please contact your VCU Health Continuing Education representative if you have any questions.

REQUIRED BEFORE PROMOTION OF ACTIVITY

_____ **Completed CE Activity Application**
NOTE: Applications for Regularly Scheduled Series (RSS), Enduring Materials or Live Courses without Event Planning Services must be submitted at least 60 days prior to activity start date.
Accessed in the CloudCE portal at https://vcu.cloud-cme.com/Application.aspx.
User must sign in to create an application. You may need to create an account.
Download: Online Application Instructions
Download: Planning Guide

_____ **Program Agenda** with schedule, including times/breaks/lunch, etc. uploaded with application.
A draft agenda is acceptable. Be sure the agenda includes start/end times for presentations, breaks, and meals.

_____ **Planning Committee Conflict of Interest Forms**
Completed in the CloudCME portal.
Enter all planning committee member names and email addresses in the "Planners and Faculty" section of the application form. The CloudCME portal will automatically send an email with instructions to complete the COI form to each planner.

_____ **Mitigation of Conflict(s) of Interest Form (if applicable)**
To be completed by the Activity Director (or designee) for those planning committee members who indicated a relevant conflict of interest on the COI form.
This form is being transitioned into the CloudCE portal, in the interim please e-mail completed form to your CE representative.
Download: COI Mitigation Form

_____ **Marketing Materials** for review and approval (if applicable)
Submit any save the date announcements, flyers, brochures, websites for review to ensure proper accreditation statements are listed.
Please note: The CE Activity Application, all Planner Conflict of Interest forms, and any relevant Resolution of COI forms must be reviewed and approved before any promotional materials are produced and distributed.
Download: Accreditation and Credit Designation Statement for VCU/VCU Health Partners
Download: Accreditation and Credit Designation Statement for McGuire VAMC & Other External Partners

VCUHealth™
Continuing Education

ce.vcuhealth.org

Continuing Education Activity Checklist

DUE THREE WEEKS IN ADVANCE OF ACTIVITY

_____ **Continuing Education Service Contract** between VCU Health CE and Department/Organization
Sent via DocuSign to the activity director with copy to the activity coordinator upon CE Application approval.   Once executed, CE staff will return a fully executed copy with an invoice for administrative fees.

_____ **Completed Speaker/Faculty Conflict of Interest Disclosure Forms**
Enter all confirmed speaker/faculty names and email addresses in the "Planners and Faculty" section of the application form. The CloudCE portal will automatically send an email with instructions to complete the COI form to each speaker.
Speaker COI forms are not required to be complete for CE Application approval but must be submitted in advance of activity date.

_____ **CV and Bio-sketch for all Faculty/Speakers**
You may upload these for your faculty/speakers through Faculty Management or assign them the task to complete through the faculty portal. See help page for information on adding forms to faculty.

_____ **Mitigation of Conflict(s) of Interest form for Presenters**
This is not applicable for speakers who do not list a relevant conflict.
Mitigation forms are completed by the Activity Director (or designee) for presenter(s) with relevant conflict(s) of interest. If this review cannot be completed before the activity, the presentations cannot be designated for CE credit, and the total credits for the program will be reduced.
Please e-mail completed forms to your CE representative.
Download: COI Mitigation Form

_____ Draft of **Evaluation Form** for Review and Approval
Only applicable for those programs not using CloudCME online evaluation and certificate download.
Download: Evaluation Sample

_____ Draft of **Verification of Participation (VOP)** for Review and Approval
Only applicable for those programs not using CloudCE online evaluation and certificate download.
Download: Verification of Participation Template

_____ **Conflict of Interest Disclosure (COI) and Commercial/In-Kind Support Announcement –**
*MUST be presented to all attendees either by printed handout or powerpoint slide. This information must be shared with your attendees, even if no COI is declared and/or no commercial/in-kind support has been provided.
Download: Acknowledgement of COI & Commercial Support Handout Template
Download: Acknowledgement of COI & Commercial Support PowerPoint Template

VCUHealth™
Continuing Education

ce.vcuhealth.org

Continuing Education Activity Checklist

Document Revised 020725 - View Current Information Online https://vcu.cloud-cme.com/default.aspx?P=1200

DUE WITHIN 15 DAYS OF ACTIVITY END DATE

_____ **Copy of final program syllabus and all instructional materials distributed**
Submit to your CE representative by e-mail.

_____ **Completed Verification of Participation (VOP) Forms**
Submit to your CE representative by e-mail.
Only applicable for those programs not using CloudCE online evaluation and certificate download.

_____ **Custom Data Import Excel Spreadsheet** with required participant data
Submit to your CE representative by e-mail.
Only applicable for those programs not using CloudCE online evaluation and certificate download.
Download: Custom Data Import Spreadsheet

_____ **Tabulated Evaluation Results Data**
Only applicable for those programs not using CloudCE online evaluation and certificate download.

ce.vcuhealth.org