Creating an Application in CloudCME

1. Start by going to the web address https://mainehealth.cloud-cme.com/default.aspx

2. In the upper left side click on "sign in" to enter into your CloudCME portal

3. Select the orange "Application" button on the lower left of the page.
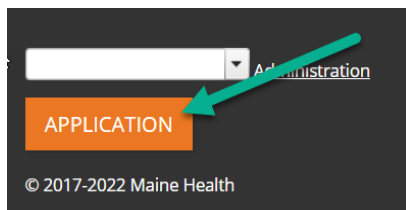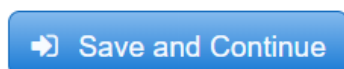

4. You will then select the orange "New Application" button near the upper right of the page.

5. You will see on the left a list of tabs that you will need to complete to be able to submit an application for review

You will need to complete every red highlighted area in each tab and then press "save and continue" at the bottom of the page to progress to the next tab.

These next steps will explain some important steps in each of the tabs that will need to be completed correctly for the application to be approve.

1. When you get to the "Type of Credit Requested" you must choose at least <u>AMA PRA Category 1 Credits</u> and <u>Non-Physician Attendance</u>.

Type of Credit Requested ⓘ

- ☑ AMA PRA Category 1 Credits™
- ☐ ABIM MOC Part 2
- ☐ General Attendance
- ☑ Non-Physician Attendance
- ☐ ABP MOC Part 2
- ☐ ABA MOC Part II

2. If the number of AMA PRA Category 1 Credits requested is greater than 1 you must upload an Agenda/Schedule for the activity to remain compliant.

NUMBER of *AMA PRA Category 1 Credit(s)™* requested:

☑ 2

If requesting more than 1 hour, please attach an agenda or schedule for the planned activity.

Upload Agenda/Schedule (accepted file types: Excel, Word, PDF)

⬆ Add Files

3. The next choices will alert the administrators of CloudCME that you want specific options within your activity. Other than choosing them you will have no other obligations. This is not shaded red so it is not a requirement that you choose these options.

Would you like to use texting to record attendance? ⓘ
☐ Yes

Do you want this activity to be published in the public calendar? ⓘ
☐ Yes

Would you like to use the standard electronic MaineHealth evaluation? ⓘ
☐ Yes

   a. By selecting to allow individuals to <u>text their attendance</u> allows attendees to use their phones to text the CloudCME system that they participated in the event. An Attendee must have an active account within CloudCME for this to work.
   b. By choosing to have the activity <u>published in the public calendar</u> it will have the activity details printed in the public calendar. This option is usually reserved for events such as Grand Rounds and larger events.
   c. By selecting to use the <u>standard electronic MaineHealth evaluation</u> will remove the requirement of you creating/uploading your own evaluation because the system will use the standard MaineHealth version.

4. If your activity is a Regularly Scheduled Series (RSS), when you pick the start date, you must also choose the same date as your end date. You will augment the schedule later

Planners and Faculty

Planning Committee/Administrative Support

1. Under the Planning Committee/Administrative Support tab is where you will add names and emails of the person(s) who will be organizing the activity. Add all who will participate in organizing the activity. This is important because the system keeps track the disclosures of the people(s) involved in creating the activity.

   After each person has been entered, the system will recognize who still needs to fill out a disclosure form and automatically send them an email to complete one within the CloudCME system.

Speakers/Faculty

2. Under the Speakers/Faculty tab is where you will add names and emails of the person(s) who will be presenting the CME. Add all who will participate in presenting/speaking at the CME. This is important because the system keeps track the disclosures of the people(s) involved in presenting/speaking at the CME.

   After each person has been entered, the system will recognize who still needs to fill out a disclosure form and automatically send them an email to complete one within the CloudCME system.

Objectives and Outcomes

Learning Objectives

1. You must enter learning objectives for each activity. Typically, three learning objectives makes a good activity.

Outcomes

2. You must select a way to document Outcomes. If you select none, your application will be rejected.

Competencies

1. You must select a way to document Competencies. If you select none, your application will be rejected.

Gap and Needs

1. For each application/activity you will need to have a way to evaluate the effectiveness of the CME. To do this you will need to upload an evaluation.

****If you have chosen to use the underline standard electronic MaineHealth evaluation for your activities application, you will **not** have to upload your own.

Evaluation

Describe how you will evaluate the effectiveness of the activity (if applicable, please attach evaluation questions):

Upload Evaluation Questions (accepted file types: Excel, Word, PDF)

⬆ Add Files

It is suggested to save a copy of the evaluation(s) you use to potentially use them for other applications or as templates to create others.

1. Maine Medical Center does not grant CME credits to activities that accept Commercial Support. You must select no.

   Is this activity receiving commercial support?

   ○ Yes

   ⦿ No

2. After you finish this tab you will be directed back to the beginning which will be the Basic Information tab. To complete the application you must click on the "Return to Applications List" tab on the right side of the page.

Basic Information
Planners and Faculty
Objectives and Outcomes
Gap and Needs
Commercial Support
Files - upload/download
Comments
Return To Applications List

This will bring you to the very beginning where you originally chose to start a "New Application." Scroll to the bottom of the page and you will see a list of the applications you have created. Find the application you recently began and click the "Submit for Review" button for CloudCME to review the application for approval.

			12/7/2018 10:00:40 AM	All disclosures on file.	SUBMIT FOR REVIEW	COPY	DELETE

Sometimes the system invites you to look through that application you just completed to double check your work. If so, click on each tab to review and then click the "Submit for Review" button again.

Congratulations, you have completed and submitted your application for the CloudCME team to review. You will be notified by email if it has been accepted.