**Checklist for approved CME/CEC/CEU Activities**

Activity Name:

Activity ID Number:

[ ]  **Record Management:** Keep approved application and activity materials (including gap analyses, needs assessment, presentations and other educational materials, announcements, etc.), and attendance records in your files for a minimum of 6 years.

[ ]  **Educational, marketing, and promotional materials:** Educational, marketing, and promotional materials, including announcements and CloudCME listings, must display required accreditation statement and logo (found in Activity Manager Accreditation Statement tab and on provided slides), and comply with all MaineHealth policies.

[ ]  **Disclosures, Attendance and Evaluations:** Provide slide deck prior to start date to all Instructors/Faculty/Presenters to include in the start of their presentation or to post in/with enduring materials prior to sharing with participants. Slide deck is found in approval email and a pdf version is found in Documents section of parent activity.

[ ]  **Management of Conflicts:** Prior to each session start date, verify that all faculty, speakers, presenters, and planning committee members have valid conflict of interest forms, and COI mitigation/resolution forms for those whom a conflict exists, on file. Valid COI forms are those that are completed less than one year prior to the date of the activity/session. Reach out to those who need forms completed or updated as needed. Notify the Office of Faculty and Professional development if any new conflicts arise. Update slide disclosure language for each faculty for each session as needed.

[ ]  **Non-RSS Evaluations:** For non-RSS activities, CE team sets up your evaluations. Please make sure evaluationsare enabled in the Activity Manager portal (Core Options, Evaluations tab) prior to start date and finalize evaluation reminders settings. We also encourage you to remind your participants during the activity to complete the evaluation.

☐ **RSS Evaluations:** For RSS activities, the CE team will automatically enable evaluations in select sessions prior to start date. If you would like feedback from all RSS sessions, please enable the evaluation and reminders in your activity’s Activity Manager portal (Core Options, Evaluations tab). We also encourage you to remind your participants during the activity to complete the evaluation.

[ ]  **Activity Listing:** If you would like to make your activity description to be included in the CloudCME generated activity listing and searchable by MaineHealth CloudCME users, please turn on the attendee portal listing toggle in Activity Manager (right hand side menu) well in advance of your activity.

**Additional Requirements by Activity Type:**

* For **Journal CE or Enduring Material (online or print) CE** activities:

[ ]  Provide activity access instructions and/or a link/activity materials in Activity Manager Portal overview tab prior to the activity start date. Please note that the acceptable file types are: \*.pdf, \*.doc, \*.docx, \*.xls, \*.xlsx, \*.txt, \*.png

[ ]  Ensure link/materials remain accessible or on file through the end of the current accreditation period (November 2026)

* For **Live, Manuscript Review, Committee Learning, Other/Blended Learning** or **other non-RSS Joint Accreditation activity type**:

[ ]  Upload content outline, agenda, brochure, program book, or detailed announcement materials to Activity Manager Documentation tab and Documents section prior to each session/activity start date to document activity topics/content and nature and scope of the CE content. Please note that the acceptable file types are: \*.pdf, \*.doc, \*.docx, \*.xls, \*.xlsx, \*.txt, \*.png

* For **Regularly Scheduled Series (RSS)** activities:

[ ]  Prior to session/activity start date, input session dates, location(s), faculty/instructor/presenter names, individual session learning objectives and topic/title information for each session into Activity Manager Recurrence/Children tab for your selected date, and also update the session name/title in Credits and Session tab under Core Options as well.

[ ]  If you want to add an RSS session or delete a session entirely, you must inform us by sending an email to CloudCMEhelp@mainehealth.org. If you simply want to change the date or title name of an RSS session child that already exists, you do not need to inform us.

**NOTE**: If your session (either RSS or non-RSS) is conferring Pharmacy (ACPE) credit, and the activity or session date is added, removed, or changed, please email CloudCMEhelp@mainehealth.org for assistance.

**NOTE:** If your activity is receiving commercial support, there are additional activity and documentation requirements.

If you have any questions about this information or checklist, please contact CloudCMEHelp@mainehealth.org