



## Guidance on submitting application(s) for a Recurring Course

### Purpose

This guidance explains how to decide whether an educational activity should be submitted as **one recurring course application** or as **multiple separate course applications**. Use this to ensure applications are reviewed correctly and built accurately in CloudCME.

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### When ONE Application Is Appropriate (Recurring Course)

An applicant may submit **one application** to cover multiple course meeting time periods/sessions **only if all of the following are true**:

- **All session dates are known** at the time of application
- **The content is identical** for each session
- **Faculty are the same** for all sessions
- **Credit type(s) are the same** for all sessions
- **Number of credit hours is the same** for all sessions
- **Target audience is the same** for all sessions
- **Locations are known** (they may be the same or different, but must be listed)

#### What happens next:

- The applicant lists **all dates and locations** in a single application. The applicant can do this in various places in the application (Activity Description for instance) or the applicant can upload a document with their application that lists this information.
  - Approval applies **only to the dates listed in the application**
  - **Program Coordinators** will build out the individual activities in **CloudCME**
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### When Separate Applications Are Required (Recurring Course)

A **separate application is required for each activity** if **any one** of the following is different, unknown, or not yet determined:

- Faculty

- Content
- Target audience
- Credit hours
- Credit type(s)
- Dates are not fully known
- Locations are not fully known

If even one of these core elements varies between sessions or is unknown at the time of application, the activities **cannot be approved under a single recurring course application**.

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## Quick Decision Check

Ask yourself:

Are all core elements the same and fully known for every session?

- **Yes** → Submit **one recurring course application**
  - **No** → Submit **separate applications** for each activity
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## Common Pitfall to Avoid

- Submitting one application when dates, locations, or faculty are still tentative. If details are not finalized, wait or submit separate applications as appropriate.
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## Questions?

If you are unsure how to categorize an activity, contact the Program Coordinators **before submitting the application** to avoid delays or rework:

CloudCMEhelp@mainehealth.org