



How to Copy a Previously Approved CloudCME Application:

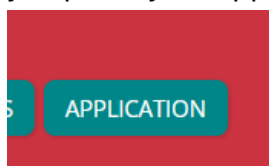
If you have a previously approved application that is within two years, you can copy the application to save some time. Please note: If the previously approved application needed to have changes made to it by CE staff *after* you had already submitted, and you did not make those changes yourself and re-submit, then *those changes will not show up in the copied application*. Therefore, you likely will need to make some edits to this new, copied application to make sure it will be approved this time around.

You will also need to:

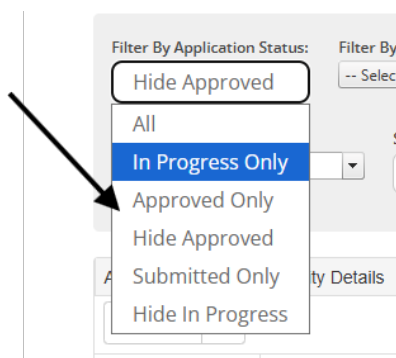
- Review each page
- Make sure all planners and faculty have updated disclosures and resolution/mitigation form if applicable
- All planning templates, agendas and other materials have been updated

Sign in: Go to [CloudCME](#) and sign in

Find your application: To find your application you will go to the part of [CloudCME](#) where you put in your application:



Sort as shown below by selecting **“Approved Only”** then click **“Search”**:



Filter By Application Status: Filter By Accreditation: Filter By Activity Type: Filter Range of Last Revised Date: Filter By Event Name:

Look through the results to find the application you wish to copy. Once you find the application click the copy symbol button:

ActivityID	Activity Details	Author	Planners	Disclosure Status	Application Status	Copy	Delete
107091	Cardiac Anesthesiology Conference Activity Type: Directly Provided - Regularly Scheduled Series Activity Date: 8/5/2025 6:00:00 AM Last Revised: 7/22/2026 6:33:46 AM	Jonathan Weimer, MD	Anne Hicks, MD (Co-Director), Jonathan Weimer, MD (Co-Director), Travis Barker, MD (Co-Director)	Travis Barker, MD does not have a disclosure on file.	This application has been submitted Download PDF	Copy	Delete

Once you find the application click the copy symbol button (this will create your copy):

To see your application copy you will need to select “In Progress” from the filter at the top of the page then “Search”:

Admin User Lookup:

Filter By Application Status: Filter By Accreditation: Filter By Activity Type: Filter Range of Last Revised Date: Filter By Event Name:

Filter By Location: Sort By:

ActivityID	Activity Details	Author	Planners	Disclosure Status	Application Status	Copy	Delete
107127	Copy of MITE Monthly Faculty Development Tips Lib... Activity Type: Directly Provided - Enduring Material	Kelley-Anne Clisham, BFA		No faculty or planners have been specified for this application that require a disclosure.	Submit For Review	Copy	Delete

Then you will see it in your application queue. You will review each section, make edits, save, and submit this application for review as you normally would. *It is a good idea to reference previous reviewer comments sheets or emails that mention updates needed the*

last time around. If you have any questions or need help, please reach out to cloudcmehelp@mainehealth.org