

The Office requires a preliminary discussion with either the Activity Director or Administrative Contact prior to initiating a CME Application. Following such a discussion, the Office will send the electronic application for completion with some items pre-filled. The Office will only review CME Applications submitted electronically.

Please contact the Office any time if you have any questions regarding the application: (860) 679-2904 or (860) 679-7647.

CME Activity Timeline		
Completed ✓	Forms and Reference Materials	Submission Date
<input type="checkbox"/>	Application submission to include but not limited to:	8 weeks prior to event
<input type="checkbox"/>	• Planning Committee Disclosure Declarations	
<input type="checkbox"/>	• Speaker Disclosure Declaration(s)	
<input type="checkbox"/>	• Needs Assessment Data	
<input type="checkbox"/>	• Learning Objectives	
<input type="checkbox"/>	• Signed by the responsible faculty member and department chair	
<input type="checkbox"/>	Letter of Agreement(s)	2 weeks prior to event
<input type="checkbox"/>	Flyer/Brochure Speaker Disclosure Declaration(s)	2 weeks prior to distribution
<input type="checkbox"/>	Evaluation Form	1 week prior to event
<input type="checkbox"/>	Sign-in Sheet	1 week prior to event
<input type="checkbox"/>	Exhibit Maps (if applicable)	1 week prior to event
<input type="checkbox"/>	Attendance Database (Excel format)	1 week post event
<input type="checkbox"/>	Final Report	6 weeks post event