

UF College of Medicine Continuing Medical Education Activity Application

Instructions

- **This form must be typed** -

For information and assistance in planning your activity and completing the Activity Application, please call the University of Florida College of Medicine (UF COM) CME Office (Gainesville office – 352-265-8081; Jacksonville office –904-244-3158).

Applications must be signed by the Department Chair and submitted at least four months in advance of the scheduled date of the activity, in order to be placed on the agenda of the CME Advisory Committee for review. Our Committee meets the 2nd Wednesday of each month.

Brochures or other publications making reference to CME credit may not be distributed prior to the actual notification that such credit has been approved. Upon authorization from the UF COM CME Office, the program announcements must identify the program as a University of Florida College of Medicine CME activity and contain the official CME accreditation and credit statements.

Information regarding the length of the program is required. **Please attach the program agenda showing topics, speakers and times.**

Only complete applications, with the correct backup information, can be approved. Accreditation rules require that all activities:

- Document a planning process that links the identified needs with a desired result.
- Show the use of needs assessment data in planning the activity.
- Communicate the purpose/objectives of the activity to the learner prior to the activity.
- Evaluate the extent to which the activity meets the identified learning needs.
- Provide signed agreement(s) between the Department of Continuing Medical Education and all commercial supporter (s) (if applicable).
- Document that provider and faculty relationships with organizations having a commercial interest in the topic(s) are disclosed to the participants.
- Document that commercial support is properly acknowledged.
- Display the appropriate accreditation and credit statements on brochures, advertisements, invitations, syllabi, and other materials printed for the activity.

Return the completed and signed application, along with a copy of the agenda, ALL disclosure declarations (from Activity Director, Program Planners, Speakers, etc.), Letters of Agreement, and evaluation instrument to:

UF Gainesville CME Office
P.O. Box 100233
Gainesville, FL 32610-0233
(352) 265-8081; FAX (352) 265-8082

UF Jacksonville CME Office
2nd Floor Faculty Clinic
653 W. 8th Street
Jacksonville, FL 32209-6511
(904) 244-3158; FAX (904) 244-3989