

OFFICE OF CONTINUING MEDICAL EDUCATION
CHECKLIST OF DOCUMENTATION FOR JOINT SPONSORED PROGRAMS

All documentation below must be received by the Office of Continuing Medical Education before certificates are issued to program participants.

Credit hours/certificates are generally mailed four to six weeks after all post-meeting items and materials are received.

STEP ONE:

The following items must be submitted to UMMS CME with the application for Joint Sponsorship:

- A completed application
- Program Agenda (Can be draft form)
- Faculty disclosures for each presenter, speaker and planning committee member
- Brochure (Can be draft form)
- Activity Budget
- Meeting Minutes from all planning meeting, if applicable

STEP TWO:

Upon approval for Joint Sponsorship, the following items must be returned to UMMS CME:

- All marketing (internet, brochures and one-page flyers) **MUST** be approved by UMMS CME before release to general public
- Electronic version of all PowerPoint presentations
- All commercial support agreements, if applicable
- Curriculum Vitae for each presenter or short bio, if applicable

STEP THREE:

Within three weeks of completion of program, the following documentation must be submitted to UMMS CME. Certificates will not be issued until documentation is received in full.

- Sign-in sheets or activity certification sheets
- Excel file (Name, Degree, Mailing Address, Email Address, Credit Hours, Type of Credit) **to be emailed to Program Manager at UMMS CME.**
- Two copies of all promotional material, handouts & brochures
- One hard copy of each presentations slide set
- Proof of disclosure (either in handout OR as disclosure slide in slide set) to audience
- A compilation of program evaluations in statistical form
- If applicable, copies of all fully executed Letters of Agreement with Commercial Supporters
- If applicable, final budget reconciliation of commercial support funds

Please contact the Office of Continuing Medical Education at 508-856-3041 or Continuing.Education@UMassMed.Edu with any questions.