**CME Document Checklist for Joint Providers**

All educational requirements for this CME activity are the responsibility of the organization making the application. The following documents must be provided:

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| **Pre-Activity Documents** |
| [ ]  | Activity application |
| [ ]  | Activity fee |
| [ ]  | Brochure/flyer/postcard draft with joint providership accreditation statement and NMET logo for approval |
| [ ]  | Budget sheet - Preliminary |
| [ ]  | Copy of speaker presentation and any handouts for review prior to activity |
| [ ]  | Disclosure of relationships form from all planners, presenters, and staff (and any applicable conflict of interest resolution) |
| [ ]  | Educational objectives for each presenter |
| [ ]  | Joint provider agreement  |
| [ ]  | Joint providership statement listed on all activity materials (brochures, presentations, etc.) |
|  | “The Nebraska Medical Education Trust designates this [learning format] for a maximum of [number of credits] *AMA PRA Category 1 Credit*(s)™. Physicians should claim only the credit commensurate with the extent of their participation in the activity.”“This activity has been planned and implemented in accordance with the Essential Areas and policies of the Accreditation Council for Continuing Medical Education through the joint sponsorship of Nebraska Medical Education Trust and (name of nonaccredited provider). The Nebraska Medical Education Trust is accredited by the Nebraska Medical Association to provide continuing medical education for physicians.” |
| [ ]  | Planning committee minutes (if applicable) |
| [ ]  | Presenter bio or curriculum vitae |
| [ ]  | Program schedule (speakers, topics, times) |
| **Post Activity Documents** |
| [ ]  | Attendee list/sign-in sheet |
| [ ]  | Budget sheet - Final |
| [ ]  | Documentation of disclosure of relationships made to participants (presentation slide, verbal, written) |
| [ ]   | Evaluation summary with outcomes data |
| [ ]  | Planning committee minutes (if applicable) |
| **Commercial Support/Exhibitors** (if applicable) |
| [ ]  | Documentation of commercial support acknowledgement  |
| [ ]  | List of commercial supporters and exhibitors  |
| [ ]  | Written agreement for commercial support  |