

Department of Continuing Medical Education

- g. Disclosure Declarations signed from all Speakers
- h. Disclosure Declarations signed from all Planning Committee Members
- Documentation on how the Program Disclosure Process occurred (i.e. slide per speaker, summary slide showing all disclosures, written in program packet of materials, etc.
- j. Observation of Live Activity form, signed by contact staff or their designee onsite at the activity
- k. A list of all commercial supporters (both educational grantors and exhibitors)
- I. Copies of all Letters of Agreements with commercial supporters
- m. Documentation showing how the program disclosure process occurred (i.e. slide per speaker, summary slide showing all disclosures, written in program agenda,
- n. Observation of Live Activity Form completed (for live programs only) and signed by activity contact staff or their designee on-site at the activity to ensure that the activity is held in compliance with the ACCME and/or AOA Guidelines.
- A
  attendance. The OME Department will forward certificates (if requested) when all
  materials are received. (optional dependent upon if the activity contact staff request
  this).
- Complete registration information must be provided to the Department of Continuing Medical Education (unless handled through the CME department) within two weeks after the conclusion of the activity. Registration information includes name, email and mail addresses.
- 10. A proposed budget listing expected revenue and projected expenses for the activity must be provided to the Department of Continuing Medical Education, along with the program application. A final budget is due in the CME office within 3 months after the conclusion of the activity. (Internal UNE Departmental CME offerings only)
- 11. Approval of credit can be withdrawn at any time, based upon compliance with the University of New England College of Osteopathic Medicine Policies and Procedures for procedures.

NOTE - \*In accordance with ACCME regulations, commercial support of any CME activity requires that all funding for and payment of speaker expenses and honoraria is done through the CME Provider (UNECOM) unless the joint sponsor is designated to do so by the Director of CME. Commercial supporters must be identified on the application form and arrangements made with the Director of CME for compliance with this requirement.