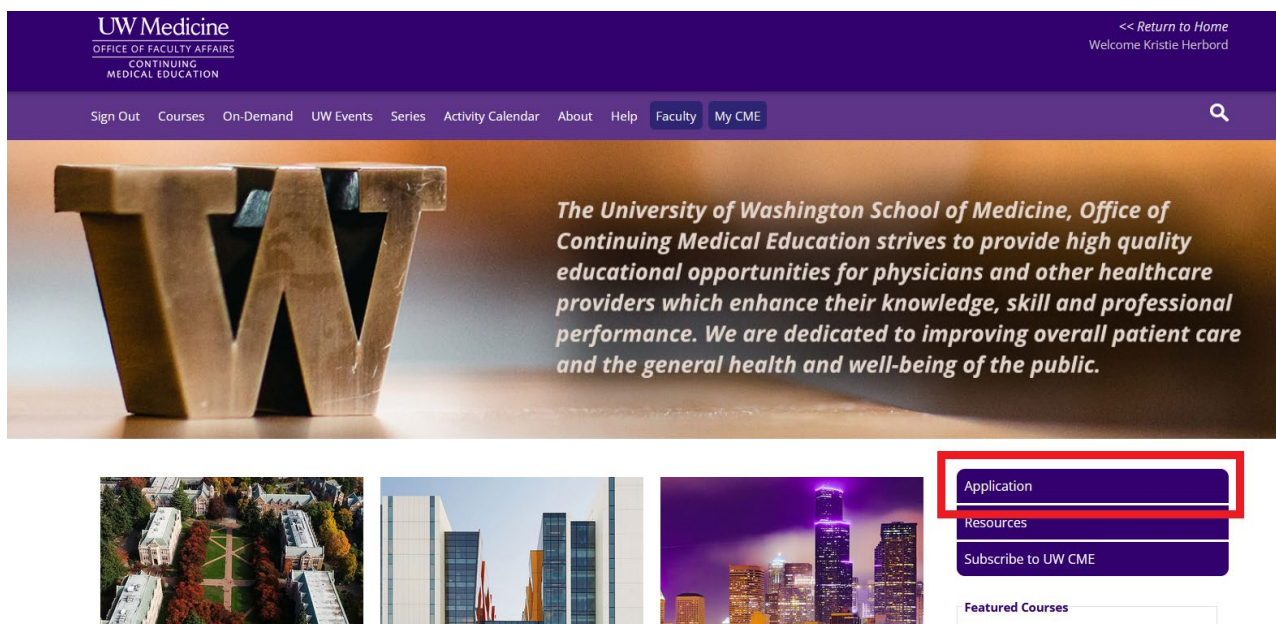


# Submitting an Activity Application



Instructions to complete and submit an activity application.

**Step 1:** Go to <https://uw.cloud-cme.com/application.aspx>



**Step 2:** Click the **Create New Application** button.



**Step 3:** Enter the activity information into the application. Click **Save and Continue** at the bottom of each screen, and you will advance to the next application page.\

Basic Activity Information
Planners and Faculty
Gap and Needs
Objectives and Learning Outcomes
Commercial Support
Commendation Criteria
Signatures
Files - upload/download
Comments
Return To Applications List

### Basic Information

Specify the following for your activity

Activity Name: \* ⓘ

Select all that apply: \* ⓘ

ACCME (Physicians)  Other

Non-Accredited

Activity Type: \* ⓘ

AMA Activity Format: \* ⓘ

Live Activity  Enduring Material

Journal-based CME activity  Test-item writing activity

Manuscript review activity  PI CME activity

Internet point-of-care activity  Learning from Teaching

Other

[➔ Save and Continue](#)

**Step 4:** Add Qualified Planners to the activity. Enter the course coordinator(s), chair, planning members, and any known faculty.

To add more planners or faculty, click the green plus (+) sign. To remove a planner or faculty, click the red minus (-) sign.

The screenshot shows a form titled "Qualified Planner" with a green plus sign in the top right corner. The form contains several input fields and dropdown menus:

- Email:** abkauf@uw.edu
- First and Last Name:** Amelia Buehler-Kaufman
- Degree:** None
- Profession:** Non-Physician
- Title:** CME Coordinator
- Department or Affiliation:** CME
- Role in Planning Content \*:** A dropdown menu is open, showing options: Activity Administrator, Activity/Series Coordinator, Activity/Course Director, Co-Director, Faculty/Speaker, Nurse Planner, and Other Planning Committee Member.

There is a blue information box on the right side of the form that says "System and is not editable, please do not attempt to".

Use the green plus sign to add more planners/faculty, or the red minus sign to remove any added in error.

The screenshot shows a header bar for a "Qualified Planner" entry. On the right side of the bar, there are two small circular icons: a red minus sign and a green plus sign.

Step 5: Add the Gaps and Needs for the program:

Be sure to upload the **Project Budget Template** and **Sample Import Agenda**

Basic Information
Planners and Faculty
Gap and Needs
Objectives and Learning Outcomes
Commercial Support
Commendation Criteria
Signatures
<b>Files - upload/download</b>
Comments
Return To Applications List

Any additional notes or comments that would be pertinent during the activity review process (i.e. multi conference dates, relaying hybrid option, notes about pending speakers) can be noted in the **Comment** section

Find Disclosures

Basic Information
Planners and Faculty
Gap and Needs
Objectives and Learning Outcomes
Financial Information
Commendation Criteria
Signatures
Files - upload/download
<b>Comments</b>
Return To Applications List

Add Comment Refresh

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Application created at 12/7/2022 2:04:12 PM Molira Mar-Tang 12/7/2022 2:04:12 PM

You will receive a notification indicating you have completed your CME application and that it is ready for submission pending review and submission.

Alert

Thank you for completing your CME Application! However, your application has not yet been submitted for approval. Please review each part of your application, then return to the application list and click the Submit for Review button next to your application listing to start the approval process.

Alert

Please review this information one last time and click save at the bottom of the form before submitting for review.

**Step 4:** When you have completed the activity application and all disclosures are on file, click the **Submit For Review** button.

ActivityID	Activity Details	Author	Planners	Disclosure Status	Copy	Delete
269	<input type="button" value="Test Application"/> Activity Type: Directly Provided - Courses Activity Date: 2/2/2023 8:00:00 AM Last Revised: 11/14/2022 5:19:45 PM	Jeonathan Rodriguez Roman, MPH	Jeonathan Rodriguez Roman, MPH (Course Director), John Rodriguez, MPH (Other Planning Committee Member)	All necessary disclosures on file.	<input type="button" value="Submit For Review"/>	

Once you have reviewed hit the **Submit For Review** you will receive a notification indicating that your submission has been emailed for review

Alert



Your submission has been emailed for review. You should receive a copy of your submission which was sent to alsilvas@ucsd.edu.

OK

## You will receive a copy of your application via email.

UC San Diego Continuing Medical Education Application Successfully Submitted

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.



Hello Jeonathan Rodriguez Roman, MPH

The accreditation application for the following Directly Provided - Courses has been submitted for review.

Submitter: **Jeonathan Rodriguez Roman, MPH** ([rodriguezroman@ucsd.edu](mailto:rodriguezroman@ucsd.edu))  
Title: **Test Application (ID#269)**  
Type: **Directly Provided - Courses**  
Start Date: **02/02/2023 08:00 AM**  
End Date: **02/02/2023 09:00 AM**

This application is now locked and no longer available for editing. Please allow 2-3 weeks for completion of the application review process.

- If approved, you will receive an approval email and an accreditation specialist will be in contact regarding next steps.
- If rejected, you will receive an email informing you of next steps.

Thank you,

Continuing Medical Education  
UC San Diego  
[cmeaccreditation@health.ucsd.edu](mailto:cmeaccreditation@health.ucsd.edu)

**Step 5:** The activity application button will be greyed out until the review is complete. Activity application review times can vary. You will be contacted by email when the review is complete, when the application has been approved, if the application requires additional information, or the application has been rejected. If an application has been rejected, click on the activity name. Then, click **Comments** to view the peer reviewer feedback and/or make any required changes.