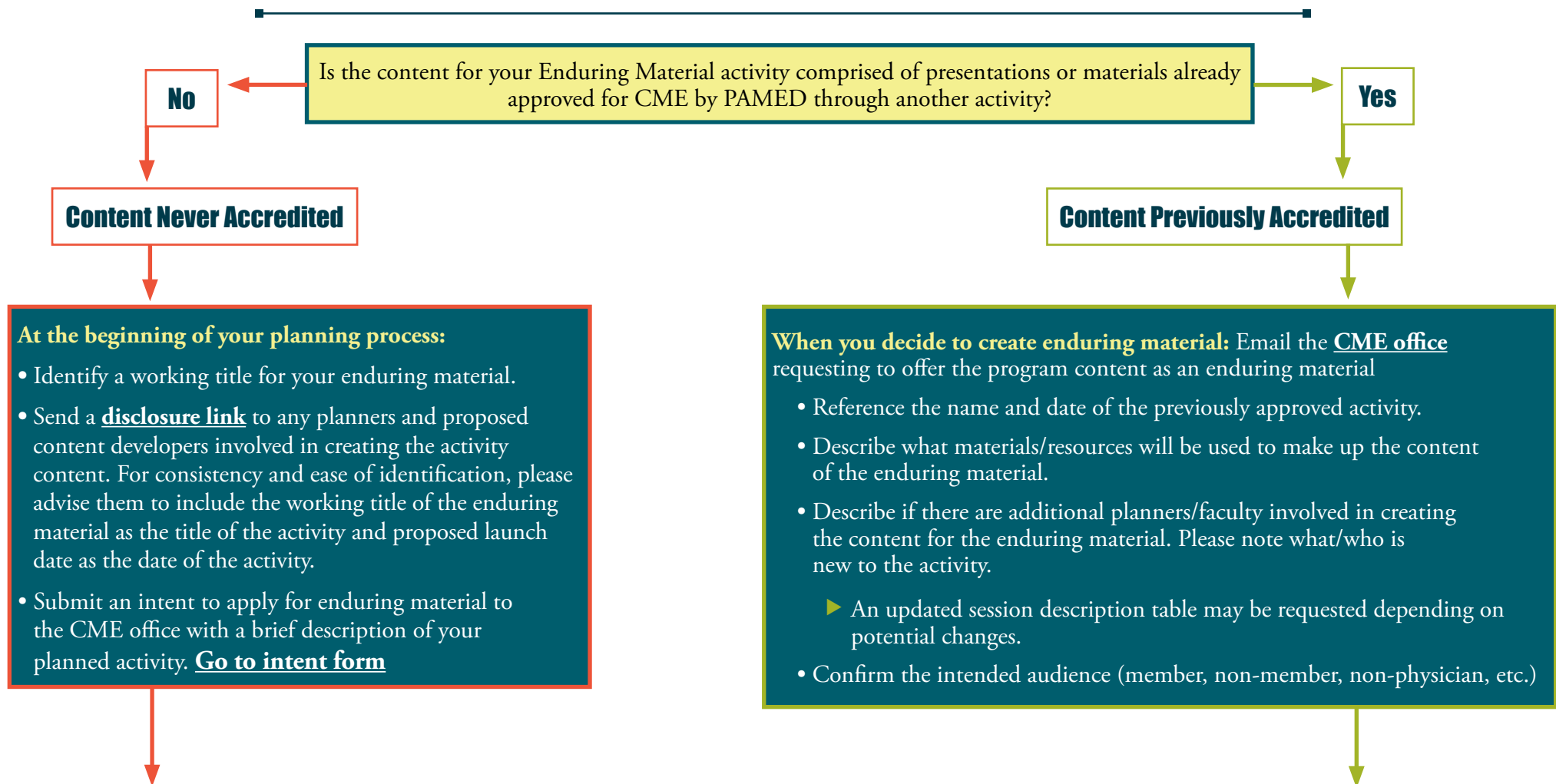


Enduring Material Activity Planning Flow Chart

Pennsylvania Medical Society's (PAMED) CME department is committed to guiding our CME customers through the pre and post]CME planning process and expediting the review/approval of a CME application as quickly as possible. The following tasks and timelines are designed to ensure that our CME customers have time and steps in place to determine the educational needs, identify acceptable faculty, develop appropriate content, promote the CME activity to intended audiences, and deliver education that is evidenced-based, non-promotional, and relevant to physicians/health care teams.

Please note that enduring material cannot be approved until the CME office has reviewed the content of your activity. Therefore, please anticipate a **2 – 3 month approval process**, depending on how quickly you are able to complete the CME tasks below.



Complete our **online CME application**.

- Attach a completed session description table to describe the educational needs/goals of the activity
- Attach a completed planner/faculty table to identify everyone involved in the activity development or delivery
- Send or provide access to all the components of your proposed enduring material (recorded presentations, handouts, audio recordings etc.) in the final format to the **CME office** as we will need to review the layout/flow of the activity so we understand how the learners will see the required CME statements and engage with the activity content.
 - ▶ Please allow up to **15 business days** for the content review.

If applicable, notify the **CME office ASAP** if you plan to seek any educational grant support or other financial support to underwrite the development costs of your enduring material.

- Educational grant support requires a Letter of Agreement signed by PAMED as the CME provider.
- All educational grant Letters of Agreement must be fully executed at **least one week prior** to the launch of the activity.

ASAP: Potential planners and faculty should complete PAMED's online **disclosure form** if they are (1) new planners or faculty or (2) if it has been more than 12 months since they last completed the disclosure form and the enduring material will include clinical content/patient care recommendations

- ▶ For consistency and ease of identification, please advise them to include the working title of the enduring material as the title of the activity and proposed launch date as the date of the activity.

Approximately 2 weeks prior to any planned advertising or marketing of the activity, submit a copy of your activity marketing materials for review prior to distribution or posting to the **CME office**. **Allow 3 business days for review.**

By Jan 15 of each year, send an annual financial report to the **CME office** related to revenue and expenses associated with your enduring material during the previous calendar year.

The CME office will be responsible for generating year-end participation reports through ProLearn.