



MANAGEMENT OF AMA PRA CATEGORY 1™ ACCREDITED ACTIVITIES

RSS DIVISIONAL RESPONSIBILITIES

APPLICATION

Submit an [application](#) signed by the Activity Director. New applications (non-renewals) should follow Connecticut Children's Continuing Medical Education Committee's [review schedule](#). Scan the fully executed application into the [shared folder](#) and notify the [CME office](#).

MAINTENANCE OF SHARED FILES

1. **Completed application:** Will include the signed application document in addition to **signed disclosures** for all planners and speakers, **signed attestations** for all speakers, sample [evaluation](#), sample [flyer](#), and sample [sign-in sheet](#) with appropriate accreditation and disclosure information.
2. **Signed disclosures and attestations:** Must be signed and returned to you prior to completing the flyer. Both forms provide you with the information you need to accurately prepare disclosure statements on the flyer. These are mandatory to share with all learners prior to any CME activity. Scan and save copies to your shared folder.
3. **Completed needs assessments*:** It is the responsibility of the Activity Director or the speaker to complete the [RSS Needs Assessment](#) after each lecture. It is the Administrative Contact's responsibility to remind, collect, scan and save copies to your shared folder.
4. **Sign-in and Excel attendance sheets*:** Sign-in sheets are required for *each* session and should contain accreditation and disclosure information at the top. This information must be the same as your flyer disclosures. After each activity, Administrative Contacts are required to update the Excel [attendance spreadsheet](#) in your shared folder.
5. **Outcome Measurement:** Identify one outcome measure to be tracked in an effort to determine what, if any, change(s) in practice and/or improved patient outcomes can be documented over time.

***Items 3 and 4 must be saved to the shared G: folder within a week of the activity.**

FINAL REPORT

A [final report](#) is due within six weeks of the completion of the CME activity or program. Scan and save fully executed reports to the [shared folder](#) and notify the [CME office](#).

Approval of the renewal application is contingent upon the timely submission of a final report.