

CME Program Checklist for Regularly Scheduled Conferences

The following is a list of **mandatory items** for all education programs associated with CME credit. These required items are consistent with essentials of the ACCME and CSMS. Questions should be referred to the Department of Medical Education. Thank you.

- **Completed Disclosure Form** for all speakers (with or without commercial support)
- **Announcement of Disclosure Relationship** (present or absent) to audience
- **Announcement of program objectives** prior to the event
- **Completion of evaluation form** which is mandatory for CME credit: sign in sheets may be used as required by regulatory agencies, but are not associated with CMEC credit