

## Intent to Accredit Form

To begin the Dartmouth-Hitchcock accreditation process, please fill out the [Intent to Accredit form](#) (*first task of a new submission*). The Intent to Accredit form provides a heads up to the accreditation teams that an activity will be seeking accreditation.

To access the Intent to Accredit form, follow these steps:

1. Log into <https://learningintake.dartmouth-hitchcock.org>
2. From the Category drop down, select the type of accreditation request you would like to submit.
3. The Submission Name text box will display. Enter a name for your submission. Tip: include the date or year, such as "Heart Failure Conference - May 2017".
4. Click the Get Started button.
5. Click on the Start button next to the Intent to Accredit task, fill out all the required fields, and click the Save and Exit button on the last page. After you click on the Save and Exit button, your Intent to Accredit information will be emailed to the accreditation team. At this point, you can log out of the accreditation portal, and return at any time to complete the remainder of the accreditation forms. Once all of the forms have been completed, make sure to click the Submit Application button to finalize your request. For more information, view this [Quick Start Guide](#).

If you have any question, please contact the CME and CNE offices at (603) 653-1234 or e-mail [clpd.support@hitchcock.org](mailto:clpd.support@hitchcock.org).