Checklist for Completing All Application Types

Completed	One-Time Events	Regularly Scheduled Series (RSS)	Enduring Material	Documents
☐	Required information on Practice Gaps Worksheet and Additional Questions including Commendation Chart	Required information on Practice Gaps Worksheet and Additional Questions including Commendation Chart	Required information on Practice Gaps Worksheet and Additional Questions including Commendation Chart	ACE application working document (DOCX)
☐	Planning Committee and Faculty/Speakers Information*	Planning Committee Information**	Planning Committee and Faculty/Speakers Information*	
☐	Plan of the Day, if applicable	Not applicable	Plan of the Day, if applicable	
☐	Proposed Budget, if applicable	Not applicable	Proposed Budget, if applicable	budget template (XLS)
☐	Draft flyer, email announcement, brochure, etc. that includes required accreditation language	Draft flyer, email announcement, etc. that includes required accreditation language, if applicable	Draft flyer, email announcement, etc. that includes required accreditation language, if applicable	
☐	Not applicable	Not applicable	Website Template	Enduring material website template (DOCX)
☐	Not applicable	Not applicable	Pilot study results documentation, if applicable	
☐	If session is being recorded, non-Dartmouth Health faculty/speakers must complete the Media Consent Form.	If session is being recorded, non-Dartmouth Health faculty/speakers must complete the Media Consent Form.	If session is recorded, non-Dartmouth Health faculty/speakers must complete the Media Consent Form.	Media consent form (DOCX) Note: Forms should be kept with Lead Planner/Activity Coordinator files. They do not need to be uploaded into the application.

* For one-time events, the following information for all Planning Committee members and Faculty/Speakers is required to enable the Financial Disclosure collection and Mitigation functionality in CloudCME. Please Note: For individuals who are both a Planner and a Faculty/Speaker, they will need to be entered for each role separately (twice total). This is necessary as the mitigation methods are different for each role.

** For RSS, the following information for all Planning Committee members is required to enable the Financial Disclosure collection and Mitigation functionality in CloudCME.

- o   full name
- o   email address
- o   degree
- o   profession
- o   title
- o   department or affiliation
- o   role