

## How to plan for your upcoming CME event:

### Step 1: Review the Timeline

All CME applications must be submitted **at least 60 days prior to the event start date**. This timeline ensures that the CME Office can review materials, confirm compliance with accreditation standards, and issue approval in time for advertising and registration.

**Tip:** Start planning at least 90 days before your event to allow time for speaker coordination, marketing, and materials preparation.

### Step 2: Complete the CME Planning Tool

Before filling out your CME application, have each **speaker or course director** complete the **CME Planning Tool**, located on our **CME Resources Page**.

This tool helps:

- Identify **educational needs or gaps** in practice.
- Define clear and measurable **learning objectives**.
- Determine the most effective **educational format** for your audience.

Once completed, **attach the planning tools** for all speakers to your CME application. These documents are required for activity approval.

### Step 3: Confirm Speaker Eligibility

If your selected speaker is **new** or **not affiliated with TidalHealth**, they will need to create an account in our CME system before proceeding.

To create an account, direct them to:

 **Create New Account on the TidalHealth CME Portal**

This allows us to manage disclosures, track participation, and issue faculty credit when applicable.

### Step 4: Complete and Submit the CME Application

Once your planning tools are complete and speakers are confirmed:

1. Log in to the **TidalHealth cloudCME Portal**.

2. Locate and complete the **CME Activity Application**.
3. Attach all required documents, including:
  - CME Planning Tools
  - Speaker Disclosure Forms
  - Draft Agenda or Program Outline
  - External Speaker CV's
  - Budget (if applicable)

Submit your completed application **no later than 60 days prior to the event**.

### **Step 5: Await Review and Approval**

The CME Office and CME Committee will review your submission for:

- Accreditation compliance (MedChi/ACCME)
- Content balance and independence
- Learning objectives alignment
- Needs assessment and educational format

You will receive notification once your activity is approved or if revisions are needed.

### **Step 6: Prepare for Your Event**


Once approved:

- Finalize your agenda, speaker confirmations, and materials.
- Ensure disclosures are resolved and displayed appropriately.
- Promote your event using the approved CME language and credit statement.
- Coordinate with the CME Office for registration setup in CloudCME.

### **Need Assistance?**

For questions or support with planning your CME event, contact the CME Office:

 [cme@tidalhealth.org](mailto:cme@tidalhealth.org)

 **410-912-5746**