



5 Ws and 1 H on Submitting an Application for CME Credits

Who?

It is best to have the person who will be corresponding with the CE Office submit the application. This is usually the person named as “Course Coordinator” in the application.

What?

- **Fully Completed Application Form***
- **Practice Gap Analysis***
- **Educational Needs Documentation***
- Speaker Name(s) & Email Address(es)
- Planning Committee Member Name(s) & Email Address(es)
- **Program Agenda***
- **Copy of Draft Brochure/Flyer***
- **Program Budget***
- Application Fee

Applications that are missing the items in **bold will not be processed. The other items must be submitted a minimum of 30 days prior to your activity.*

Application Fee

Please include the name and date of the activity with the application fee.

The CME application fee should be mailed to:

WMed

Attn: CME Application

PO Box 50391

Kalamazoo, MI 49005-0391

For a credit card payment form, please contact the CE Office at ce@med.wmich.edu.

Where?

We prefer applications to be submitted via email at ce@med.wmich.edu.

But you can also send it via snail mail to:

WMed CE Office
Attn: Courtney Puffer
1000 Oakland Drive
Kalamazoo, MI 49008-8034

When?

Applications can be submitted up to one year in advance of an activity. If an application is received fewer than 90 days before the activity, an increased application fee is charged. Applications received less than 45 days before the activity will not be reviewed.

Why?

Why the Who?

Having the Course Coordinator submit the application makes it easier for the CE Office to keep track of the correspondence regarding your activity. Even though many people may be working on the planning of your activity, it is best to have one person be in charge of the CME application process.

Why the What?

In order to determine whether or not your activity meets the criteria to be designated for CME, we need all of the information in bold. The other information is required for final approval but can be gathered while the rest of your application is being reviewed.

Why the Where?

Since we communicate with our Course Coordinators via email, we prefer to receive applications electronically. That way we know that we don't have any typos in their email addresses.

Why the When?

Why One Year?

We're thrilled that you've started planning your activity so far in advance and that you're already looking into the requirements to be accredited for CME. However, since our accreditation requirements change and evolve, we will not approve your activity more than one year in advance to ensure that we remain in compliance.

Why 90 Days?

Normally, a deadline of 90 days gives us enough time to make sure that we have all of the information we need in order to approve your application before you want to send out brochures or other promotional information

Why 45 Days?

Since it is not uncommon for us to request additional information on an application, we need at least 45 days to make sure that we have all of the information needed to approve your application. This also gives us enough time to request disclosure forms from your speakers and resolving potential conflicts of interest.

Why the How?

Completing the form electronically makes it easy for us to read. And since the fields will expand as you type your answers, you don't have to worry about running out of room like might happen if you were filling out the form by hand.

How?

The application form and associated attachments should be completed electronically. They are in Microsoft Word and should be compatible with your computer.

Our informational forms are PDFs and require Adobe Acrobat Reader to be read. You can download this free software at <https://get.adobe.com/reader/>.

You can download all of our forms from our website: <http://med.wmich.edu/education/cme/conference-planning/application-policies>.

Please read the Policies & Appendices before beginning your application. Please call the CE Office at 269-337-4305 with any questions. Completed applications and supporting documentation can be emailed to ce@med.wmich.edu.