



## Steps for Certifying CME Activity

The following pre-meeting steps must be fulfilled **before** the start of the CME activity. No activity is considered certified until the following materials are submitted; then reviewed and approved by IMANA. Failure to meet the below criteria will result in the activity being NOT approved. Any individual participant (e.g. Activity Chair, Speaker, Moderator, etc..) that fails to meet their requirements in the below steps will be disqualified.

Checklist of the below items for your record keeping convenience.

### **Pre-Activity: Materials required to be filled out by the ACTIVITY CHAIR before the meeting and submitted to [kiran@imana.org](mailto:kiran@imana.org)**

- A. CME Application Form - Submission of the CME application does not automatically constitute certification of your CME activity. This application must be submitted along with the other items listed on this page for review by the CME committee. A decision on your CME activity will be communicated to you after review.
- B. Application Fee, only applies to joint sponsors; \$1,000 Per CME \$15 Per Certificate
- C. Commercial Support - When there is any commercial support; the CME program chair is required to complete this file in cooperation with the commercial supporter.
- D. Financial Relations Disclosure Form - This form is to be completed by anyone in a position to affect the CME Activity. Including CME Chairs, Speakers, and Moderators.
- E. Resolution of Conflict of Interest Form - This form is required to be completed by the program chair or the CME Committee when any speaker discloses any financial relationship.
- F. Need Assessment (Included in CME Application).
- G. CME Program Agenda
- H. List of all Faculty members with their e-mail, Talk Title, Talk Duration, Date and Time of Presentation.
- I. All promotional/educational materials associated with the activity (e.g. handouts, abstracts, pamphlets, brochures, website, etc..) must be reviewed by IMANA in order to comply with ACCME Standard 4.3. Which states that all materials must be free of "any advertising, corporate logo, trade name or a product-group message of an ACCME-defined commercial interest".
- J. Accreditation Statement - The accreditation statement must appear - on all CME activity materials and brochures.
- K. Scanned Signature Form - CME Chair's signature will be placed on CME certificate.

### **Pre-Activity: Materials required to be filled out by the SPEAKER/PRESENTER/LECTURER before the meeting and submitted to [kiran@imana.org](mailto:kiran@imana.org)**

- A. Financial Relations Disclosure Form - This form is to be completed by anyone in a position to affect the CME Activity. Including CME Chairs, Speakers, and Moderators.
- B. Faculty Requirements

### **Post-Activity: Materials required to be completed and submitted by the ACTIVITY CHAIR.**

- A. Income / Expense Report
- B. Post Planning Meeting Minutes
- C. List of attendees with their e-mails to claim CME credits online (Sign-In Sheet If attendee is NOT an IMANA member, a hardcopy evaluation must be completed and returned to the IMANA office in order to receive a CME certificate (see Course Evaluations).
- D. CME Certificate Fee, only applies to non-IMANA Members (see Fee Policy).



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Payments can be made by check or credit card.

To pay by credit card, complete the credit card authorization form and submit to the IMANA office at [hq@imana.org](mailto:hq@imana.org).

Mail checks to:

IMANA  
101 W 22<sup>nd</sup> Street Ste 104  
Lombard, IL 60148  
Attn: CME