How to Guide: CME Application

Disclaimer:

You will have to create an account on the EVOLVE site in order to access the application. This application is required in order to reveice CME credit for your event, program or grand rounds. This is NOT how you claim credit for an activiy that has already submitted an application.

Please follow the instructions below.

CME Application Sumbmission Step by Step:

1. Log in to the EVOLVE site
2. Click **CME Application** on the menu bar
3. **Instructions**
   a. Fill out title with your activity name
   b. This will autofill throughout the application
4. **Description**
   a. Please provide the description of your activity that you will share with learners. It must be:
      i. **No more than two paragraphs that address:**
         1. **What is it about.**
         2. **The audience.**
         3. **How is it relevant.**
   b. Continue to fill out all other areas
5. **Faculty**
   a. Include faculty and planning members information. (Name and emails)
   b. In the '**Administrative Assistant Name'** box, **specify if they are faculty or a planning member.**
      i. Click 'Add Another' to enter multiple people
6. **Audience**
   a. Describe your audience and fill out further components
7. **Competencies**
   a. Specify the activity type
   b. Continue to fill out all other areas
8. **Gap Analysis**

    a. Fill out all components

        i. Under learning objectives, please provide **3 to 5 learning objectives**

            1. You will add each learning objective separately by clicking **'Add Another'**

    b. Continue to fill out all other areas

        i. Please be sure to upload an agenda**.**

9. **Financial**

    a. Fill out all components

        i. **Please be sure to upload a budget (if you do not have a budget, upload a document specifying that")**

10. **Manage**

    a. If complete, click **Yes** then **Submit**.

    b. If you are not ready to submit, click **Save Draft**.

        i. To access your draft, hover over **My Account** and click **Activity Applications** then **Edit**.

11. **You're done!** Your application will be reviewed by the OEPE team.

    a. You will receive an email for confirmation that it has been submitted