

Instructions to complete and submit an activity application.

Submit a new Activity Application

Step 1: Go to <https://hfhs.cloud-cme.com/application>

Step 2: Click the "New Application" button.

CME Application

Instructions: Complete the various sections of the application and scroll to the bottom of each form and click Save. Note that you will need the email addresses of any planners/faculty you identify in the application. The forms can be edited as needed until all required information is entered. When finished, click the 'Submit For Review' button to send it for peer review and possible approval. Review times vary and you will be contacted via email.

New Application

Instructions: To create a new activity, click the New Application button. To edit an existing activity, click its name/title in the listing below.

ACTIVITYID	ACTIVITY NAME	AUTHOR	LAST REVISED	DISCLOSURE STATUS
<input type="text"/>	<input type="text"/>	<input type="text"/>		

You have not created any applications yet. Click Add Application to begin.

Step 3: Enter the activity information into the application. Click "Save and Continue" at the bottom of each screen and you will advance to the next application page.

CME Application

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Basic Information

Gap and Needs

Objectives and Outcomes

Content and Evaluation

Planners and Faculty

Services Requested

Files - upload/download

Comments

Return To Applications List

Basic Information

Please specify the following for your activity.

Activity Title * ?

Organization/Department * Date Planning Started * mm/dd/yyyy

****** Please note: applications for AAFP or AAP credits must be submitted 60 days in advance of activity for review and approval. Additional fees may apply. ******

Type of Credit Requested * ?

<input type="checkbox"/> AMA PRA Category 1 Credits™	<input type="checkbox"/> Non-Physician Attendance
<input type="checkbox"/> AAFP - American Academy of Family Physicians	<input type="checkbox"/> AAP - American Academy of Pediatrics
<input type="checkbox"/> ACPE - Accreditation Council for Pharmacy Education	<input type="checkbox"/> CEU - Continuing Education Unit
<input type="checkbox"/> ANCC - American Nurses Credentialing Center	<input type="checkbox"/> ABIM - American Board of Internal Medicine MOC Part II
	<input type="checkbox"/> BOC - Board of Certification for the Athletic

Step 4: When you have completed the activity application and all disclosures are on file, click the “Submit For Review” button.

2612	Test CME Application	PAUL CARPENTER	5/15/2017 4:07:15 PM	Submit For Review	Copy	Delete
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Step 5: The activity application button will be greyed out until the review is complete. Activity application review times can vary. You will be contacted by email when the review is complete notifying you whether the application has been approved, requires additional information or has been rejected. If an application has been rejected, click on the application and then click Comments to review why the application was rejected and make any required changes.

Access an Existing Activity Application

Step 1: To view/edit your existing activity applications, go to <https://hfhs.cloud-cme.com/application>

Step 2: Click its name in the grid, which will open the activity application. You can edit/review the application, clicking “Save and Continue” as you go to submit changes.

CME Application

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New
Application

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[Export XLS](#)

ACTIVITYID	ACTIVITY NAME	AUTHOR	LAST REVISED	DISCLOSURE STATUS
1689	BMT1-8.14	Beverly Millard, MD	8/14/2017 2:59:30 PM	Bev Test, MD does not have a current disclosure on file.