ACR CME Application Process

Timeframe(s): CME Application to be submitted at least six (6) months ahead of activity launch.

Process Steps (Program Managers):

1. Complete the *Activity Planning Form* (APF), which will be required for upload into the Highmarks Attendee Interactive (AI) system.
2. Log into AI https://www.highmarksce.com/acr/application/ to initiate a new CME Application within the system.
3. Enter the following in **Tab 1. Title of Activity**:
    a. Activity Title (text box)
    b. Application Type (drop down)
    c. Group or Society (drop down)
    d. Activity Starts On (calendar)
    e. Activity Ends on (calendar)
    f. Save
4. Enter the following Contact Information in **Tab 2. Contacts** *(**Note**: Contact information needed for planners/managers only, at this point in order to complete CME application; faculty will come later)*:
    a. Staff Contact(s) Name (search and select)
    b. Activity Director(s) Name (search and select)
    c. Planning Committee Members Name (search and select)
        i. *<u>Note</u>: only submit names of planning committee members, as noted above, faculty will be added later.*
    d. Save
5. Enter the following in **Tab 3. Planning Process**
    a. "See attached APF"
    b. Save
6. Enter the learning objectives from the APF in **Tab 4. Learning Objectives**
    a. LOs 1-3: "See attached APF"
    b. Save
7. Select the appropriate target audience, modality and subspecialty in **Tab 5. Demographics**
    a. Save
8. Complete the following in **Tab 6. Content**
    a. Category 1 and Category A Credits
        i. Enter Budget Code
        ii. Enter Product Code
        iii. Select number of years requested for approval period (enduring materials only)
        iv. Enter requested number of CME and/or Cat. A credit
        v. Select Professional Practice Gaps
        vi. Select Intended Behavioral Change
        vii. Select Educational Format
        viii. Select Measurement

      ix. Select Barriers

      x. Outcomes Study select Yes or No

      xi. Select Competencies

      xii. Select Yes or No for Honoraria

      xiii. Select Yes or No for Commercial Support

      xiv. Attest, Sign and Date

      xv. Save

  b. SAM Credit

      i. Select Yes or No for SAM Credit

      ii. Enter requested number of SAM Credits

      iii. Select anticipated number of SAM questions

      iv. Select the primary SAM category

      v. Select the secondary SAM category

      vi. Save

9. Upload the following documents in **Tab 7. Supporting Documentation**:

  a. Completed APF uploaded to Practice Gap

  b. Tentative Agenda, if applicable (live courses only) uploaded to Agenda

  c. Completed Planning Committee Spreadsheet – upload list of planning committee members, credentials, e-mail and phone

10. Submit the CME Application for Approval.