

Checklist for Completing an Accreditation Application

You will need to enter or upload the following information/documents during the application process:

Information included on this document:

- [Worksheet for gap, need, objectives \(DOCX\)](#)

Resources:

- [How to write measurable objectives \(PDF\)](#)
- [Explanation and examples of gaps-needs-learning-objectives \(PDF\)](#)
- [Suggested verb list for writing learning objectives \(PDF\)](#)

For all Planning Committee and Faculty, you will need the following information to enable the Financial Disclosure collection and Mitigation functionality in CloudCME. Please Note: For individuals who are both a Planner and a Faculty/Speaker, please enter them for each role separately (twice total). This is necessary as the mitigation methods are different for each role.

- full name
- email address
- degree
- profession
- title
- department or affiliation
- role

Plan of the Day, if applicable

Proposed Budget, if applicable

Draft Marketing Piece, if applicable