



## Activity Checklists (Joint Sponsor applicant to complete)

### A. Pre-Activity

To receive **PRELIMINARY** accreditation of the activity, the Joint Sponsor must provide the following:

- General Information
- Educational Planning
  - Needs assessment
  - Identified need(s)
  - Desired result(s)
  - Objectives
    - Individual Session(s)
    - Overall Activity
  - Target Audience
  - Desirable Physician / Clinician Attributes
  - Educational design
    - Draft agenda
- Accreditation Fees
  - \$400 Deposit
  - Expedited Review Fee (if applicable)
- Signature

To receive **FINAL** accreditation of the activity, the Joint Sponsor must provide the following:

- Educational Planning
  - Educational design
    - Instruction method(s)
    - Final agenda
  - Planning Committee Information
    - Member contact information (mailing and email addresses)
    - Member disclosure form(s)
  - Speaker Information
    - Speaker CV and/or bio sketch
    - Speaker contact information (mailing and email addresses)
    - Speaker disclosure form(s)
    - Slide presentation
  - Honoraria and Reimbursement Policy (if applicable)
  - Commercial Support Information (if applicable)
    - Contact information
    - Written Agreement of Commercial Support
  - Estimate Budget
- Accreditation Announcement
  - Draft promotional announcement(s)
- Accreditation Fees
  - Remaining Balance (actual fee)
  - Administration Fees (if applicable)

### B. Post-Activity

Within **10 business days** following the activity, the Joint Sponsor must provide the following:

- Educational Planning
  - Honoraria and Reimbursement Reconciliation Form
  - Commercial Support
    - Commercial Support Reconciliation Form
    - Final announcement(s) and/or brochure(s) disclosing Commercial Support to learners
  - Final Budget
- Accreditation Announcement
  - Final announcement(s) and/or brochure(s) with accreditation statement(s)
  - Final copy of the syllabus and/or other handout materials
- Accreditation Fees
  - Additional Registrant Processing Fee (if applicable)