

Application Checklist

All requirements must be submitted prior to approval of your accreditation application.

**Requirements for all applications**

|  |  |
| --- | --- |
|  [ ]  | Completed online application form  |
|  [ ]  | Signed SPC Chair Agreement form |
| [ ]  | SPC meeting minutes or notes |
|   [ ]  | Conflict of Interest (COI) disclosure forms for all SPC members. **SPC members must use the online COI disclosure form.** Note: COI disclosure forms for speakers, moderators, facilitators and authors must still be collected and reviewed by the SPC but do not need to be submitted with the application.  |
|  [ ]  | Summarized needs assessment results  |
|  [ ]  | Activity budget |
|  [ ]  | Final program/agenda |
|  [ ]  | Promotional material (for example: save the date, invitations, email announcements, posters) |
|  [ ]  | Participant evaluation form |
|  [ ]  | Signed certificate of attendance |
|  [ ]  | Speaker communication letter addressed to one speaker |

**Additional requirements for applications with financial support**

|  |  |
| --- | --- |
|  [ ]  | Sponsorship and/or exhibitor prospectus developed to solicit sponsorship/exhibitors for the activity |
|  [ ]  | Written agreement that is signed by the physician organization and one sponsor |

**Additional requirements for Mainpro+ applications**

|  |  |
| --- | --- |
|  [ ]  | Signed CFPC Representative Confirmation form |
| [ ]  | Disclosure slides  |

**Additional requirements for MOC Section 3 applications**

|  |
| --- |
|[ ]  Participant feedback form / Answer sheet with references |

**Optional Resources**

|  |  |
| --- | --- |
|  [ ]  | Commitment to Change – Personal Reflection (to be handed out with anonymous evaluation forms as a separate, voluntary form) |
|  [ ]  | Commitment to Change – Post-Activity Follow Up Questions |