

Application Checklist

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

**Requirements for all applications**

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|  | 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**

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| --- | --- |
|  | 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**

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|  | Signed CFPC Representative Confirmation form |
|  | Disclosure slides |

**Additional requirements for MOC Section 3 applications**

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|  | Participant feedback form / Answer sheet with references |

**Optional Resources**

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|  | 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 |