If you wish to send the course **Syllabus Introductory Pages/Front Matter** to participants electronically prior to the activity taking place, you must be include the following language (such as an email with a link to content posted on a website or via an attachment).

**Accreditation Information**

All participants who wish to claim credit for participating in this activity must review the following accreditation information prior to engaging in the activity: ***(insert link)***

***Or***

All participants who wish to claim credit for participating in this activity must review attached accreditation information prior to engaging in the activity: ***(see attachment)***

Additionally, you should have a handout at the conference that also includes the above language in addition to some printed copies of the Syllabus Introductory Pages/Front Matter for any on-site registrations or for anyone who was not able to view this information prior to arriving at the activity.

**Important:**

* You will need approval from the UCSD CME Office in order to distribute syllabus electronically
* Please make sure to send draft to [cpdaccreditation@health.ucsd.edu](mailto:cpdaccreditation@health.ucsd.edu) (with minimum of 3 days for review) prior to sending to participants. Accreditation team will provide feedback and/or approval to you within 3 days.
* The UCSD CME Office should be copied on the email sent to participants – this is important as we will make a copy of this for the activity file.

**Thank you!**