

When an application is created in CloudCME, the person who submitted the application (and other planning team roles) will be able to view the status or use the “copy” feature by following these steps:

- **Step 1:** Go to <https://ucsd.cloud-cme.com/application.aspx>  
Once logged in applications started/submitted under your login will display.
- **Step 2:** From this screen, you can do the following:
  - A. **View Application Status** – *one of the following stages of your application will display*
    - This application has been submitted
    - Submit for review
    - Disclosures required
    - Application approved
  - B. **Copy Application** – *this feature allows application authors to copy a previously created application and easily updated for activities that typically occur annually and there are minimal changes to the activity offering (such as RSS).*

**CME APPLICATION**

Please complete the entire accreditation application and submit for review by UC San Diego Continuing Medical Education. Scroll to the bottom of each form (or page) and click SAVE. Note that you will need the email addresses of any persons you plan to include as planners or faculty in the application. **Please use @ucsd.edu emails only** for all UC San Diego faculty/staff. The application can be edited as needed until all required information is entered. When finished, click the 'Submit For Review' button to send the application for review and possible approval. Review times vary, depending on how complete your application is and whether financial relationships from all persons have been submitted. You will be contacted via email with the status and/or approval of your application.

[Create New Application](#)
[Export XLS](#)
[Reset Filters](#)
[Find Disclosures](#)

Filter By Application Status: 
 Filter By Accreditation: 
 Filter By Activity Type: 
 Filter By Date Range:

Filter By Event Name:

ActivityID	Activity Details	Author	Planners	Disclosure Status		Copy	Delete
393	<a href="#">Example Application for Help Guide</a> <b>Activity Type:</b> Directly Provided - Live Course <b>Activity Date:</b> 4/15/2023 8:00:00 AM <b>Last Revised:</b> 3/7/2023 6:42:37 PM	Alison Silvas, MD	Alison L Silvas, MD (Course Director), Jeonathan Rodriguez Roman, MD (Course Director)	All necessary disclosures on file.	This application has been submitted		

**Important notes:**

- After an application is submitted edits cannot be made – if you need to make edits, please contact the CME office, [cmeaccred@health.ucsd.edu](mailto:cmeaccred@health.ucsd.edu).
- The following roles assigned in the application will be able to view and/or edit application (until submitted): Course director(s), planning committee members and meeting coordinator(s).

**Copy Application**