

Application

Q: I was asked to complete a disclosure form but have not received an email?

A: Please be sure to check your spam folders and any internal email quarantine systems. If you still do not see an email requesting disclosure, please use the following set of [instructions](#) to create a profile and complete a disclosure.

Q: I started an application but want to check the status of faculty and committee disclosures.

A: You can use the following document to check Disclosure Status.

Q: I added faculty/planning committee members to the application but used @health.ucsd.edu email addresses vs. @ucsd.edu email address.

A: If they have not yet disclosed, please remove them from the application and re-add them using the correct email address. If the faculty/planning committee member has disclosed with the incorrect email address, please email us at cmeaccred@health.ucsd.edu to let our office know so that we can merge accounts allowing the disclosures to reflect correctly.

Q: I need to apply but its not letting me select my conference date.

A: The start date for the activity needs to be a minimum of 60 days out, and the system does not accept applications within that 60-day window. We recommend that an application be submitted for review when the planning of an activity commences, preferably 6-9 months before the start of the activity.

Q: I am filling out my application; how do I know if the content is clinical or non-clinical?

A: A conference would be deemed clinical if any of the following is covered: basic medical sciences, the discipline of clinical medicine, provision of health care to the public. Non-clinical examples include topics such as leadership, communication, ethics, or professionalism.

Q: My activity has not been approved yet, can I start advertising the activity?

A: You will not be able to advertise an activity until it has been approved.

Q: What information do I need to include before advertising an activity?

A: Once your activity has been approved, you will receive an approval email with information on how to properly advertise your activity.

Q: I completed the application but cannot submit?

A: All of your faculty and planning committee must complete their disclosures before you can submit your application. Please refer to How to Check Disclosure Status to ensure that all your faculty and planning committee have submitted their disclosures.

Q: I want to add additional comments to the application; how do I do that?

Frequently Asked Questions (FAQs)

A: When completing the application, there is a tab for adding additional comments. Please reference the [Add Comments document](#) for step-by-step instructions.

Q: When should I start working on an application?

A: It is advised to apply to accredit your activity as soon as you start planning the activity. We recommend that an application be submitted between 6-9 months before the activity date.

Q: If I do not have all speakers confirmed, can I still submit an application?

A: You will need to have all of the identified speakers in the application before the application can be reviewed. We understand that changes occur, and you may need to make amendments to the list of speakers. If that does happen, please email us at cmeaccred@health.ucsd.edu to update your activity.

Q: If I do not have all session titles confirmed, can I still submit an application?

A: Yes, you can still submit the application, but we cannot award credit for “TBD” sessions at time of application submission. If the title of a session is not final at time of application, please include a short description of what the session is covering so that we can determine if credit can be awarded.

Q: If my agenda has changed and I already obtained approval from the CME office, do I need to resubmit the agenda to your office?

A: Yes, please email the CME team (cmeaccred@health.ucsd.edu) the updated agenda, and we will provide an updated credit count for you.

Q: If I am going to offer the same activity more than one time over the course of the next year, do I need to submit an application for each session date?

A: If a program is to be offered more than once within the same year, (note: that the program must have same content, same agenda, same credit) you do not need to submit an application for each session date. Please let us know at time of application via the **Comments** section under the **Basic Information** tab in the application so that we can create the additional activities for you in CloudCME. Alternatively, you can email us (cmeaccred@health.ucsd.edu) this information.

Q: Will my application from the previous UC San Diego Application site be uploaded to CloudCME so I can copy it over and use for a new activity?

A: No – we are unable to upload older applications into CloudCME. However, once an application is submitted in CloudCME you will have the ability to copy it over and use it for future applications. If you do use the Copy feature, you will still be required to update content where applicable and provide an updated agenda, speaker list, and budget where requested.

Conflict of Interest

Q: What is an ineligible company?

A: The ACCME defines ineligible companies as those whose primary business is producing, marketing, selling, re-selling, or distributing healthcare products used by or on patients. You can read more on the ACCMEs definition of eligibility and ineligibility [here](#).

Q: What is an employee/owner of an ineligible company?

A: The owners and employees of ineligible companies are considered to have unresolvable financial relationships, and must be excluded from participating as planners or faculty, and must not be allowed to influence or control any aspect of the planning, delivery, or evaluation of accredited continuing education, except in the limited circumstances outlined in ACCMEs [Standard 3.2](#).

Q: Do I need to collect a disclosure for every activity?

A: [Per the ACCME](#), we do **not** need to identify relevant financial relationships for any of the following activities:

- Accredited **education that is non-clinical, such as leadership or communication skills training**.
- Accredited education where the learner group is in control of content, such as a spontaneous case conversation among peers.
- Accredited self-directed education where the learner controls their educational goals and reports on changes that resulted, such as learning from teaching, remediation, or a personal development plan. When accredited providers serve as a source of information for the self-directed learner, they should direct learners only to resources and methods for learning that are not controlled by ineligible companies.

Commercial Support

Q: What is the difference between commercial support and exhibitors?

A: Commercial Support - financial or in-kind support from ineligible companies (i.e. those whose primary business is producing, marketing, selling, re-selling, or distributing healthcare products used by or on patients). Exhibitors – An exhibitor is defined as a company that has purchased a display booth as an advertisement.

Q: I want to solicit commercial support; is there anything I need to do?

A: Commercial Support is defined as financial or in-kind support from ineligible companies (i.e. those whose primary business is producing, marketing, selling, re-selling, or distributing healthcare products used by or on patients.) Our accrediting body, ACCME, has guidelines we need to abide by in regards to soliciting commercial support. Please refer to ACCMEs [Standard 4: Manage Commercial Support Appropriately](#). Please email our office (cmeaccred@health.ucsd.edu) if you are planning on soliciting commercial support for any accredited activity.

Frequently Asked Questions (FAQs)

Q: Is my activity clinical or non-clinical?

A: A conference would be deemed clinical if any of the following is covered: basic medical sciences, the discipline of clinical medicine, provision of health care to the public. Non-clinical examples include topics such as leadership, communication, ethics, or professionalism.