All CME applications must be received 4 months prior to the start of the activity.

Approval may take up to 3 weeks. All applications are subject to denial.

A staff member from the Department of Continuing Professional Development will review the CME application for all necessary material.

Once all initial material has been reviewed, staff will determine the amount of credits to be granted and forward it to a member of the Committee on Continuing Medical Education (CCME) for final review and approval.

The CCME Representative will review the application and inform staff of any recommended changes to the program or affirm the credits.

If any changes are recommended, the application will be sent back to the applicant to make necessary changes.

Upon final approval, staff will inform the applicant in the form of an Application Approval Letter. The letter will indicate the number of credits designated for the activity. It will also contain a packet of information that will include the following:

- Guidelines
- CME Disclosure Memo
- Commercial Supporter and Exhibitor information forms (if applicable)
- Attendance certificate
- Verbal Disclosure Verification form
- Post Meeting Materials list
- Post-Meeting Survey Form
Quick Reference Guide

Online CME Application – Applicant Guide
URL: https://cmeapp.acog.org/

The purpose of this guide is to provide you with key tips and pieces of information that may help you to submit your online application.

CME Home Page
There are four categories an applicant will see when logging in to the CME app. Each category is listed below with a short description. You will also have the option to View, Edit, or Delete an application depending on which stage it is in.

Applications that need your attention:
Applications that require your attention including those that require changes and submittal of post program materials.

Applications recently approved:
When your application is approved for CME it will appear here. Also, when your final program is approved it will appear in this section as well.

Applications you are currently working on:
All of your applications drafts will appear here. They will move to the waiting category once you have submitted the application.

Applications you are waiting on:
Once you submit an application and/or submit post program materials and review is occurring, it will appear here.
**Comments:**
When an application is returned for “Changes Required”, there will be a “review notes” section at the top of EACH page. Check each page, make changes, save each page and then resubmit.

**Email Confirmations:**
Users will receive system-generated emails from CME@acog.org. These emails will contain important information about your application.

**Saving your progress:**
Be sure to click one of the 3 Save options at the bottom of each page so that your work is not lost.

**Post Program Materials:**
Post Program Materials will now be submitted online instead of via mail/email as done previously.

**Printing:**
Printing is available for finished applications. Remember that all completed applications must be submitted online. You cannot print application and send it in via mail.

**Disclosure Tab:**
The disclosure form tab is a display only screen where you can view the status of disclosures for committee members and speakers. ACOG staff will make any necessary updates to the disclosure form.

**Validation Errors:**
If you submit your form and forget to complete some fields, you will see validation errors. Click on link or the number to go to the error. A message will appear at the top of page and the field will have a red exclamation point next to it.