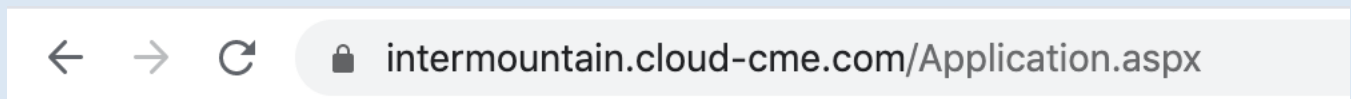


# How to submit an activity application

## Via Computer

Step 1: Go to <https://intermountain.cloud-cme.com/application>



Step 2: Click the "New Application" Button

Sign Out Live Courses Online Courses RSS About Contact Us Calendar Help My CME

Accredited Education Activity Application

Instructions:  
Thank you for partnering with IPCE on your upcoming continuing education event. In order to get your event approved for continuing education credits, complete the various sections of the application and scroll to the bottom of each form and click Save. Forgetting to click save will cause you to lose your work so remember to hit Save at the end of each page. Note that you will need the email addresses of any planners/faculty you identify in the application. The forms can be edited as needed until all required information is entered. When finished, click the "Submit for Review" button to send it for peer review and possible approval. Review times vary and you will be contacted via email on next steps with your application. Thank you for partnering with IPCE on our continuing education events!

NEW APPLICATION

Sincerely,  
Interprofessional Continuing Education

Filter By Application Status: Hide Approved Search By Event Name: Search Find Disclosures

Export XLS

ActivityID	Activity Name	Author	Planners	Last Revised	Disclosure Status			

You have not created any applications yet. Click Add Application to begin.

Intermountain Healthcare Interprofessional Continuing Education  
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# How to submit an activity application

**Step 3:** Enter the activity information into the application. Click “Save and Continue” at the bottom of each screen and you will advance to the next application page.

Find Disclosures

- Pre-Application
- Planners and Faculty
- Gap and Needs
- Objectives and Learning Outcomes
- Additional Details
- Commercial Support
- Commendation Criteria
- Signatures
- Files - upload/download
- Comments
- Return To Applications List

print

Basic Information

Specify the following for your activity

Activity Name: \* ?

Select all that apply: \* ?

ACCME (Physicians)  
 ACPE - Pharmacists

ANCC (Nurses)  
 ACPE - Pharmacy Technicians

A **directly provided activity** is one that is planned, implemented and evaluated by the accredited provider. Include co-provided activities (provided by two accredited providers) in this category if you are the accredited provider awarding the credit. In contrast, a **jointly provided activity** is one that is planned, implemented and evaluated by the accredited provider and a non-accredited entity.

Activity Type: \* ?

Activity Format: \* ?

Live Activity  
 Journal-based CME activity  
 Manuscript review activity  
 Internet point-of-care activity  
 Other

Enduring Material  
 Test-item writing activity  
 PI CME activity  
 Learning from teaching

Department/Clinical Service Line: ?

Synopsis (short description shown on catalog listing pages - 300 character max):

**Step 4:** When you have completed the activity application and all disclosures are on file, click the “Submit For Review” button.

2612	<span>Test CME Application</span>	PAUL CARPENTER	5/15/2017 4:07:15 PM	<span>Submit For Review</span>	<span>Copy</span>	<span>Delete</span>
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## How to submit an activity application

**Step 5:** The activity application button will be greyed out until the review is complete. Activity application review times can vary. You will be contacted by email when the review is complete notifying you whether the application has been approved, requires additional information or has been rejected. If an application has been rejected, click on the application and then click Comments to review why the application was rejected and make any required changes.

### Access an Existing Activity Application

**Step 1:** To view/edit your existing activity applications, go to [https://\[Enter your organization's CloudCME abbreviation\].cloud-cme.com/application](https://[Enter your organization's CloudCME abbreviation].cloud-cme.com/application)

**Step 2:** Click its name in the grid, which will open the activity application. You can edit/review the application, clicking "Save and Continue" as you go to submit changes.

CME Application

Instructions: Complete the various sections of the application and scroll to the bottom of each form and click Save. Note that you will need the email addresses of any planners/faculty you identify in the application. The forms can be edited as needed until all required information is entered. When finished, click the 'Submit For Review' button to send it for peer review and possible approval. Review times vary and you will be contacted via email.

Instructions: To create a new activity, click the New Application button. To edit an existing activity, click its name/title in the listing below.

ACTIVITYID	ACTIVITY NAME	AUTHOR	LAST REVISED	DISCLOSURE STATUS
1689	<b>BMT1-8.14</b>	Beverly Millard, MD	8/14/2017 2:59:30 PM	Bev Test, MD does not have a current disclosure on file.