

Reporting Requirements Checklist for 2014-2015 Certification Period

Submit to: cmecertification@urmc.rochester.edu or CEL Box 709

July, August, September (Quarter 1)**due October 31, 2014**

- ☐ Session cover page / Program for each session
- ☐ Planner Presenter Content Declaration forms
- ☐ Excel attendance spreadsheet
- ☐ Handout materials (if available – provide sample from 1-2 sessions)
- ☐ Faculty Review Form (if needed)
- ☐ Commercial Support Agreements (if needed)

October, November, December (Quarter 2)**due January 31, 2015**

- ☐ Session cover page / Program for each session
- ☐ Planner Presenter Content Declaration forms
- ☐ Excel attendance spreadsheet
- ☐ Handout materials (if available – provide sample from 1-2 sessions)
- ☐ Faculty Review Form (if needed)
- ☐ Commercial Support Agreements (if needed)
- ☐ **Financial Summary Form**
- ☐ **Outcomes Measurement Summary & Analysis Form**

****2015 – 2016 Application ******due April 30, 2015****January, February, March (Quarter 3)****due April 30, 2015**

- ☐ Session cover page / Program for each session
- ☐ Planner Presenter Content Declaration forms
- ☐ Excel attendance spreadsheet
- ☐ Handout materials (if available – provide sample from 1-2 sessions)
- ☐ Faculty Review Form (if needed)
- ☐ Commercial Support Agreements (if needed)

April, May, June (Quarter 4)**due July 31, 2015**

- ☐ Session cover page / Program for each session
- ☐ Planner Presenter Content Declaration forms
- ☐ Excel attendance spreadsheet
- ☐ Handout materials (if available – provide sample from 1-2 sessions)
- ☐ Faculty Review Form (if needed)
- ☐ Commercial Support Agreements (if needed)
- ☐ **Financial Summary Form**
- ☐ **Outcomes Measurement Summary & Analysis Form**