

**Reporting Requirements Checklist for 2013-2014 Certification Period**

Submit to: [cmecertification@urmc.rochester.edu](mailto:cmecertification@urmc.rochester.edu) or CEL Box 709

**July, August, September (Quarter 1)****due October 31, 2013**

- ☐ 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, 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)
- ☐ **Financial Summary Form**
- ☐ **Outcomes Measurement Summary & Analysis Form**

**\*\*2014 – 2015 Application \*\*****due April 30, 2014****January, February, March (Quarter 3)****due April 30, 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)

**April, May, June (Quarter 4)****due July 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)
- ☐ **Financial Summary Form**
- ☐ **Outcomes Measurement Summary & Analysis Form**