Reporting Requirements Checklist for 2015-2016 Certification Period

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

July, August, September  (Quarter 1)  due October 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)

October, November, December  (Quarter 2)  due January 31, 2016

☐ 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

**2016 – 2017 Application **  due April 30, 2016

January, February, March  (Quarter 3)  due April 30, 2016

☐ 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, 2016

☐ 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