

## Reporting Requirements Checklist for 2018-2019 Certification Period

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

### July, August, September (Quarter 1)

due **October 31, 2018**

- ☐ 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, 2019**

- ☐ 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**

### **\*\*2019 – 2020 Application \*\***

**due April 30, 2019**

### January, February, March (Quarter 3)

due **April 30, 2019**

- ☐ 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, 2019**

- ☐ 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**