Reporting Requirements Checklist for 2018-2019 Certification Period

Submit to: 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