Reporting Requirements Checklist for 2019-2020 Certification Period

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

July, August, September (Quarter 1)  due October 31, 2019

☑ RSS Individual Session Disclosure Form for each session
☑ Planner Presenter Content Declaration forms
☑ Excel attendance spreadsheet
☑ Handout materials (if available – provide sample from 1-2 sessions)
☑ Resolution of Conflicts of Interest Form (if needed)
☑ Commercial Support Agreements (if needed)

October, November, December (Quarter 2)  due January 31, 2020

☑ RSS Individual Session Disclosure Form for each session
☑ Planner Presenter Content Declaration forms
☑ Excel attendance spreadsheet
☑ Handout materials (if available – provide sample from 1-2 sessions)
☑ Resolution of Conflicts of Interest Form (if needed)
☑ Commercial Support Agreements (if needed)
☑ Financial Summary Form
☑ Outcomes Measurement Summary & Analysis Form

**2020 – 2021 Application **  due April 30, 2020

January, February, March (Quarter 3)  due April 30, 2021

☑ RSS Individual Session Disclosure Form for each session
☑ Planner Presenter Content Declaration forms
☑ Excel attendance spreadsheet
☑ Handout materials (if available – provide sample from 1-2 sessions)
☑ Resolution of Conflicts of Interest Form (if needed)
☑ Commercial Support Agreements (if needed)

April, May, June (Quarter 4)  due July 31, 2021

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☑ Excel attendance spreadsheet
☑ Handout materials (if available – provide sample from 1-2 sessions)
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