This process is designed to comply with current ACCME Requirements and help you develop a CME activity that will impact on participants' competence, performance, and patient care.

Essentially, for each CME activity, it answers the questions: WHO, WHAT, WHERE, WHEN, WHY and HOW.

**Intake Application Page Name**

**Question**

**Page Content**

**Why are we asking this?**

**What?**

**Where?**

**When?**

**Who?**

**Program Information**

Program Name
Program Contact
3rd Party Involvement
Target Audience

**Program/Planning**

Program Goal
Program Objectives

**Establishing the Performance Need**

**Educational Components**

**Outcomes and Evaluation**

**Finances**

**Agenda**

Learning Objectives

**How will you measure if it worked?**

**Selecting appropriate evaluation tools and methods for this activity**

**Identify the costs of planning and implementing the activity**

**Identify sources of revenue for the activity**

**Is there commercial support for this activity?**

**ACCME Criteria #17, 18, 19**

**ACCME Criteria #18, 19, 15, 19**

**ACCME Criteria #18, 19, 15, 19**

**ACCME Standards for Commercial Support**