Creating Live Activity in CloudCME (Step by Step)

Step 1: Log into CloudCME: https://uarizona.cloud-cme.com	Activity director or Coordinator will click on CME Application link and start the application **WELCOME TO CONTINUING MEDICAL EDUCATION (CME)** The Office of Continuing Medical Education at the University of Arizona College of Medicine - Tucson provides a wide range of educational activities for physicians and other health professionals. **Quick Links** My CME Certificates / Transcripts Submit COI Disclosure CME Planning CME Applications **Featured Online Courses** Nuclear Cardiology: An Interactive Review 2023 Online End Date: **May 25, 2025** See all courses in this list
Step 2: Start new application	Continuing Medical Education SIGN OUT BROWSE BY SPECIALTY RSS/GRAND ROUNDS LIVE ONLINE CALENDAR PLANNING CONTACT ABOUT HELP FACULTY MY CME **MANAGE ACTIVITIES AND APPLICATIONS** Complete all sections of the application. Make sure to scroll to the bottom of each form and click Save. You will need the email addresses of any planners/faculty you identify in the application. The application can be edited as needed until all required information is entered. When finished, click the **'Submit For Review'** button to send it for review and possible approval. Review times vary and you will be contacted via email. ➕ Create New Application 📄 Export XLS ↺ Reset Filters 🔍 Find Disclosures Filter By Application Status: Filter By Accreditation: Filter By Activity Type: Filter By Date Range: Filter By Event Name: 🔍 Search

Step 3: Activity Coordinator Completes:	Each section listed (screenshot) below: • **Basic Information** (always select "**Jointly Provided – Live Course**" for activity Format) Activity Title- Always start with **PCH** and end with the conference **YEAR** • **Planners and Faculty** (please read instructions carefully when adding planners/Faculty) • **Funding** (if Applicable) **Note:** Check all faculty/presenters by using "**Find Disclosures**" link below to avoid duplicate entry. Complete all sections of the application. Make sure application can be edited as needed until all requir will be contacted via email. 🔍 Find Disclosures Basic Information Planners and Faculty Gap and Needs Objectives and Learning Outcomes Funding Signatures Files - upload/download Comments Return To Applications List
Step 4: All Planners and faculty will receive automatic notification from CloudCME: **ALL COIs MUST BE COMPLETED BEFORE THE APPLICATION CAN BE SUBMITTED TO U OF AZ FOR REVIEW/APPROVAL**	All planner/faculty/speakers who are added to the application will get auto generated email letting them know that they have been added. **NOTE**: If COI is not on file; planner/speaker/faculty MUST log in to complete profile and/or update COI **IMPORTANT**: IF each speaker/faculty/planner has an up-to-date COI when application is created/submitted, however their COI expires prior to the date of the event; they must log in and update their COI, by clicking on "**Submit COI Disclosure**", listed under the Quick links on CloudCME homepage:

	Quick Links My CME Certificates / Transcripts Submit COI Disclosure CME Planning CME Applications **Featured Online Courses**
Step 5: Activity Director will complete:	• Gap and Needs • Objectives and Learning Outcomes • Signature • Comments (if any)
Step 6: Review of Application:	Activity Coordinator will Ensure all COI's have been submitted and up-to-date and contact CME office with any questions/concerns prior to submitting application **(IMPORTANT: Once application has been submitted, PCH CME team is not able to review it in the system)** **NOTE:** Please Add JoAnn Cunningham and Ozzie Rodriguez for CME team to have access to your application and review prior to application being submitted.
Step 7: Submit Application	U of AZ will review the application and approve the activity.
Step 8: Contact Marketing **Kaila Sherman**	Division will reach out to Marketing team (Kaila Sherman) to create website and Eventbrite (possibly CloudCME in the future) for registration and to market/promote the Activity/event. **The promotional documents MUST include the following verbiage:** **Accreditation Statement:** This activity has been planned and implemented in accordance with the accreditation requirements and policies of the Accreditation Council for Continuing Medical Education (ACCME) through the joint providership of The University of Arizona College of Medicine - Tucson and Phoenix Children's Hospital. The University of Arizona College of Medicine - Tucson is accredited by the Accreditation Council for Continuing Medical Education to provide continuing medical education for physicians. The University of Arizona College of Medicine - Tucson designates this Live Activity for a maximum of (add # of credits) *AMA PRA Category 1 Credit(s)*™ (1.00 credit per session). Physicians should claim only the credit commensurate with the extent of their participation in the activity.

	Relevant Financial Relationships Statement(s): University of Arizona Continuing Medical Education adheres to the ACCME's Standards for Integrity and Independence in Accredited Continuing Education. Any individuals in a position to control the content of a CME activity, including faculty, planners, reviewers or others are required to disclose all financial relationships with ineligible entities (commercial interests). The CME office reviewers have nothing to disclose. All relevant financial relationships have been mitigated prior to the commencement of the activity. **Eventbrite set up MUST include the following required questions:** • **First name/Last name** • **Email address** (this email will be used to import attendees to CloudCME for attendance) • **Profession**: Either **"Physician"** or **Non-Physician"** • **Degree**: Common list to add to drop down question: **(**MD, DMD, DO, NP, PhD, DNP, LPN, RN, BSN, BA, BS, PA, MBBS, MBA, MPA, OTHER, NONE)
Common Mistakes to avoid:	Most common mistake that are occurring and shared with us via U of AZ: **Basic Information Tab** • Activity Format: Should always be "**Jointly**" and then whatever the format is Activity Format: Jointly Provided - Enduring Material Jointly Provided - Live Course Jointly Provided - Regularly Scheduled Series • Organization: Should always be "Phoenix Children's" Organization: ✎ Phoenix Children's • Type of Credit Requested: Should always be "AMA PRA Category 1 Credits™" and "Non-Physician Attendance". This will allow other healthcare professions to receive a certificate as some of their licensing boards accept AMA PRA Category 1 Credit™

Type of Credit Requested: ⓘ

☑ AMA PRA Category 1 Credits™   ☑ Non-Physician Attendance

- The amount of credit should always match the amount of educational content on the agenda. 1 hour of educational content = 1 credit. Per the AMA, we round to the nearest quarter hour (.00, .25, .50, .75) for the total amount of time (not each lecture)

  Enter the number of credits/hours that you are requesting to be awarded for this activity. (For RSS enter the maximum per session.) * ⓘ

  [▤   ]

- <mark>Maintenance of Certification (MOC): If requesting Maintenance of Certifications (MOC) You must contact U of AZ office first.</mark>

Maintenance of Certification (MOC)

Not all activities qualify for MOC. For questions, please call our office 520-626-7832.

- Location and Dates/Times of Activity – If they select "Other" as opposed to "Phoenix" they are able to put in the actual location of the activity – Building, Room #, Hotel, Venue, etc.

  Location (building/facility/hotel/conference room/online) *select Online for Enduring Materials:* ⓘ

  [▤ Other   ]

  If other location, please specify: * ⓘ

  [☑   ]

- Joint Provider Details: Should always be "Phoenix Children's"

Joint Provider Details

Name(s) of Joint Provider(s): ⓘ

✎ Phoenix Children's

NOTE: Joint Providership may not be with an ineligible company. *Companies that are ine accredited are those whose primary business is producing, marketing, selling, re-selling, or dis healthcare products used by or on patients.*

- Target Audience: Should always be "**Non-Physician**" and "**Physician**" - This will allow other healthcare professions to receive a certificate as some of their licensing boards accept AMA PRA Category 1 Credit™.

Target Audience

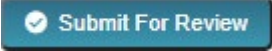Activity Professions:

☑ Non-Physician   ☑ Physician

Planners and Faculty Tab
- At minimum, this should include at least one Activity Director and one Activity/Series Coordinator (other than Ozzie & JoAnn)
- Ozzie and/or JoAnn should be included as an Activity/Series Coordinator so they are able to view/assist with the application process.
- If a person has multiple roles, then they need to be listed for each role – Meaning, if one person is the Activity Director, Activity/Series Coordinator, and a Faculty/Speaker, than that person needs to be entered three times for each role.
- The page does not automatically update as Planner/Faculty complete their COI's. You will need to click on the "Update Missing Disclosures, if Available"

⮕ **Update Missing Disclosures, if available**   button to see if you are still missing COI's

	The following tabs should **ONLY** be completed by the **ACTIVITY DIRECTOR – NO EXCEPTIONS** • Gap and Needs • Objectives and Learning Outcomes • Signatures Once an application is completed in its entirety and all COI's have been received, a "Submit for Review" [Submit For Review] button will appear on the Manage Activities and Applications page to the right of your application. You should notify Ozzie and/or JoAnn that your application is ready to be submitted so it can be reviewed prior to submitting the application. Ozzie and/or JoAnn should submit the application for review/approval.
Step 9: Adding registrants to CloudCME Platform	**Coming soon**: Step by step job aide is being implemented to add registrants to CloudCME. In the meantime, please reach out to U of AZ or Ozzie Rodriguez for further clarification.