**Course Director Checklist for CME Regularly Scheduled Series (RSS)**

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|  |  | **Responsibility** |  | **Timeline** |

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|  |  | Application for New RSS Activity |  | * Each RSS activity must have its own application * Disclosure forms from coordinators, planning committee members, course director and anyone in a position to control content are due with the application * Discuss planned activity with Associate Dean of CME, if needed (initiated by OCME) |

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|  |  | Pay service fee |  | * Upon application approval |

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|  |  | Faculty Disclosure Form |  | * Failure to return a Faculty Disclosure Form is equivalent to refusing to disclose and may result in disqualification of faculty and reduction of CME hours * Review list of companies from all Disclosure Forms and identify those with products/services that are related to the CME activity content |

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|  |  | Promotional Materials and Marketing |  | * **No logos/slogans/pharmaceutical name brands** may be included on CME content |

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|  |  | Content Validation Form |  | * Collect educational material ASAP (e.g., slides or handouts) at least 1 month prior to course * Review all materials prior to dissemination for content bias and commercial bias * Ensure materials do not contain advertising, trade names or product messages * Submit validation form annually |
|  |  | CME Credit |  | * Learners, course directors, planners and speakers must complete evaluation to obtain CME credit |

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Documentation

* Monthly, quarterly and annual requirements per RSS Guide

2/21/24