



## When should I involve the Office of Education/CME team?

As early as possible. The CME team requires adequate lead time to review the CME Intake Form, Conflict of Interest (COI) disclosures, agendas, presentation slides, and required documentation. Early engagement helps prevent delays and compliance issues.

## Do I need to submit a CME Intake Form?

Yes. A completed CME Intake Form is required for all CME activities and should be submitted as early as possible, and no later than one month prior to the activity date. Late or incomplete submissions may delay or prevent CME approval.

## Who is responsible for CME compliance?

The activity organizer and course director are responsible for ensuring all CME requirements are met, in coordination with the Office of Education.

## What CME statement is required?

All CME activities must use the approved AMA PRA Category 1 Credit™ statement provided by the Office of Education. This statement must appear on all marketing materials, registration pages, and required presentation slides and may not be edited or paraphrased (except for credit number).

### Required CME Statement:

*Denver Health and Hospital Authority is accredited by the Colorado Medical Society to provide continuing medical education for physicians. Denver Health and Hospital Authority designates this live activity for a maximum of X.0 AMA PRA Category 1 Credit(s)™. Physicians should claim only the credit commensurate with the extent of their participation in the activity. In accordance with the ACCME Standards for Integrity and Independence in Accredited Continuing Education, all individuals in a position to control content for this activity have disclosed all relevant financial relationships with ineligible companies. Any relevant conflicts of interest have been identified and mitigated.*

## Who must complete a Conflict of Interest (COI) disclosure?

All planners, faculty, speakers, moderators, and anyone in a position to control content must complete a COI disclosure prior to the activity. Identified conflicts must be reviewed and resolved by the [Continuing Education team](#) before the activity may proceed.

## What materials are required from speakers?

Speakers must submit completed COI disclosures and presentation slides by the stated deadline. All CME presentations must include required disclosure and/or accreditation slides and are subject to review by the [Continuing Education team](#). Content changes after approval require CME re-review.

## What qualifies as commercial support?

Commercial support includes exhibitors, sponsorships, grants, or in-kind support from industry or commercial entities. All commercial support must be disclosed on the CME Intake Form and requires completion of an additional commercial support form and CME approval.

## What post-activity documentation is required?

Organizers must submit attendance records, including full name, credentials (MD, DO, PA, etc.), and email address, to the Continuing Education team following the activity. The CME team will provide an evaluation link prior to the activity; evaluations remain open for two weeks post-activity. Summarized evaluation data will be shared after close.

## Who should I contact with CME questions?

Please contact the [Continuing Education team](#) with any CME or compliance-related questions.