

CONTINUING MEDICAL EDUCATION

Application for Continuing Medical Education Regularly Scheduled Series (RSS)

Revised March 2026

Completed applications are due the first of the month prior to your RSS.
For example, July RSS applications are due June 1 or the first workday of the month.
Handwritten and incomplete applications are not accepted.
Please contact the CME office if you have questions.

APPLICANT INFORMATION

Name of Annual RSS:
(Organization/Department)

Activity Director:

ACTIVITY INFORMATION

Activity Title:

Speaker(s) Name, Title and Email: *Submit a signed disclosure and CV of each person listed with the application.*

Description: *Briefly explain the topic and set expectations for your learners.*

Educational Objectives: *Identify what you expect the learners to achieve during this activity? Minimum of 3.*

See AAMC Writing Learning Objectives at <https://www.cmich.edu/academics/colleges/college-of-medicine/education/cme/application-documents>

After participating in this session, attendees should be able to...(words to avoid: appreciate, believe, know, learn, understand)

Date:

Begin Time:

End Time:

Location:

In Person

Facility Name: _____

Building Location/Room: _____

Address: _____ City: _____ State: _____ Zip: _____

Virtual (Webex, Teams, etc)

CME Credit Requested: *AMA PRA Category 1 Credit™:* _____
Credits are designated in quarter hour (15 minute) increments, such as 1.0, 1.25, 1.5, 1.75

Maintenance of Certification (MOC) and/or Continuing Certification (CC) are available from ABMS Boards collaborating with the ACCME. Visit the [ACCME webpage](#) to review the MOC requirements.

If this activity applies and the requirements can be met, please specify the ABMS Board you would like MOC/CC credit.

- American Board of Anesthesiology (ABA)
- American Board of Internal Medicine (ABIM)
- American Board of Orthopaedic Surgery (ABOS)
- American Board of Otolaryngology - Head and Neck Surgery (ABOHNS)
- American Board of Pathology (AB Path)
- American Board of Pediatrics (ABP)
- American Board of Surgery (ABS)

Recording:

Is this CME activity suitable for recording / livestreaming? Yes No

Does the speaker agree to have the event recorded for educational purposes as an enduring material. Yes No

If the speaker agrees to recording the event, our office may contact you and/or the speaker if the activity is selected to become an enduring material.

Learners: Who may attend: Open to All Limited to Certain Participants

Target Audience: *check all that apply*

MD/DO Advanced Clinical Practitioner (RN, NP, PA) Pharmacist Social Worker

Other:

EDUCATIONAL INFORMATION

Practice Gap: *A practice gap refers to a problem that exists in practice, or an opportunity for improvement in knowledge, skill, and/or practice. See [Guidelines for CME Planning and Applications](#) to assist in completing the following sections.*

State the professional practice gap(s) of your learners on which the activity was based.

An ACCME professional practice gap is the difference between current clinical/professional reality (what learners know/do) and the desired, evidence-based optimal practice (what they should know/do). It acts as a needs assessment justification for continuing medical education (CME), focusing on deficits in knowledge, skill, competence, or performance

Educational Need(s). What is the reason for the professional gap(s)? *Select all that apply.*

Select the educational need(s) and describe what has been determined to be the cause of the profession practice gap(s).

Knowledge / does not know *(example: To provide learners with the knowledge needed to have an evidence-based approach to treating GI infections.)*

Competence / does not know how *(example: Will enable learners to recognize common GI infections based on the information and knowledge provided.)*

Performance / does not do (example: Will assist learners in utilizing first line therapies in treating common GI infections.)

Designed to Change

Explain what competence, performance, or patient outcome this activity was designed to change.

Competencies.

Select the desirable physician attribute(s) this activity addresses.

ACGME/ABMS

Patient Care and Procedural Skills

Medical Knowledge

Practice-Based Learning and Improvement

Interpersonal and Communication Skills

Professionalism

Systems-Based Practice

Institute of Medicine

Provide Patient-Centered Care

Work in Interdisciplinary Teams

Employ Evidence-Based Practice

Quality Improvement

Utilize Informatics

Interprofessional Education Collaborative

Values/Ethics for Interprofessional Practice

Roles/Responsibilities

Interprofessional Communication

Teams and Teamwork

Other: List and Describe:

DOCUMENTATION SOURCES

What sources were used to support the gap(s)/needs assessment. *Check all that apply.*

Expert Needs

Clinical Practice Guidelines
New Diagnosis/Treatment Methods
Professional Society Guidelines
Peer -Reviewed Literature
Research Findings

Observed Needs

Medical Record Analyses
Database Analyses
QA Audit Data Analyses
Morbidity and Mortality Data
Epidemiologic Data
National Clinical Guidelines

Participant Needs

Needs Assessment Survey
Focus Panel Discussions and Interviews
Previous Related Evaluations
Other Physician Requests

Environment

Public Health Initiatives
Government Regulations and Mandates
Industry Press

Provide the source and link to sources used to identify the gaps:

List the Documentation Resources/References used to support your presentation content.*Minimum of 3. If textbook references are used, refer to exact pages.***Is your presentation non-clinical (leadership, communication, etc)** Yes. If you checked yes, skip this section.**Please answer the following questions regarding the clinical content of the education.**

1. Are recommendations for patient care based on current science, evidence, and clinical reasoning, while giving a fair and balanced view of diagnostic and therapeutic options? Yes No
2. Does all scientific research referred to, reported, or used in this educational activity in support or justification of a patient care recommendation conform to the generally accepted standards of experimental design, data collection, analysis, and interpretation? Yes No
3. Are new and evolving topics for which there is a lower (or absent) evidence base, clearly identified as such within the education and individual presentations? Yes No N/A
4. Does the educational activity avoid advocating for, or promoting, practices that are not, or not yet, adequately based on current science, evidence, and clinical reasoning? Yes No
5. Does the activity exclude any advocacy for, or promotion of, unscientific approaches to diagnosis or therapy, or recommendations, treatment, or manners of practicing healthcare that are determined to have risks or dangers that outweigh the benefits or are known to be ineffective in the treatment of patients? Yes No

Learner Evaluation**How do you plan to evaluate / assess changes in learner's competence, strategies, performance and/or patient outcomes?**

Evaluation	Post Test	Written Responses	Survey
Audience Response System	Simulation	Pre and Post Test	Quiz
Case Discussion	Other:		

How will you determine objectives were met?**Describe how you will discuss with learners the changes they intend to make to their strategies, performance and/or patient care that will result from this activity and list those changes below:****Financial Information****Commercial Support:** Will this activity accept commercial support from an [ineligible company](#)? Yes No
If yes, a Letter of Agreement for Commercial Support must be submitted with your application. Please contact our office for further instructions.

Mission Statement

Central Michigan University College of Medicine Continuing Medical Education is committed to fostering an environment rich in professional development opportunities for physicians and interprofessional healthcare teams as they pursue lifelong learning in medicine. Based on the context of desirable physician attributes and competencies, we provide state-of-the-art, evidence-based, innovative, and impactful healthcare education and research to improve physician knowledge, competence, performance and, ultimately, patient health and outcomes.

Does this activity meet our Mission: Yes No

Comments:

Commendation Information - Optional**Does this activity Promote Team-based Education?**

Engages Teams, Patients/Public, Students of the Health Professions

If yes, please describe:

Does this activity Address Public Health Priorities?

Advances Data Use, Addresses Public Health and Collaborates Effectively

If yes, please describe:

Does this activity Enhance Skills?

Optimizes Communication Skills, Optimizes Technical/Procedural Skills, Creates Individualized Learning Plans, Utilizes Support Strategies

If yes, please describe:

Does this activity Demonstrate Educational Leadership?

Engages in Research/Scholarship, Supports CPD for CME Team

If yes, please describe:

Does this activity Achieve Outcomes?

Improves Performance, Improves Healthcare Quality, Improves Patient/Community Health

If yes, please describe:

Email completed application, in PDF format, to cmedcme@cmich.edu

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