

Post –Activity Checklist

Due to HCCME within 45 days of the last date of the CME activity

Name of Activity: _____

Date(s): _____

- ☐ Copies of correspondence informing faculty of the learning objectives, disclosure requirements, and copyright rules.
- ☐ Executed faculty/speaker Disclosure Declaration & Attestation forms.
- ☐ Copies of Conflict of Interest Resolution forms, if applicable
- ☐ Executed letter(s) of agreement for commercial support, if applicable
- ☐ Copies of checks from commercial supporters, if applicable
- ☐ Copies of checks representing speaker honoraria and reimbursement of expenses, if applicable
- ☐ When an activity is held over the course of two or more days, the following are to be submitted: 1) daily sign-in sheets and 2) compiled list sorted by total number of credits claimed.
- ☐ Attendance summary: # of MDs & Dos _____ # of non-MDs _____
- ☐ Template of Credit Certificates & Certificates of Attendance (if issued)
- ☐ Summary of planning committee's review of evaluation findings
- ☐ Copies of correspondence to faculty documenting that feedback was provided
- ☐ 1 set - course syllabus or handouts
- ☐ Original program announcements, brochures, save the date cards, posters, and flyers
- ☐ Printout or file(s) of electronic postings of brochures, announcements, flyers, etc.
- ☐ Final financial statement

Post-Activity Reports should be submitted electronically in PDF to brendaw@hawaii.edu. Activities that fail to submit their post-activity reports within 45 days and do not formally request an extension will be charged a \$250 late fee.

Questions on what is required or having trouble meeting the deadline? Contact Brenda Wong at brendaw@hawaii.edu, or telephone 808-692-0900.