



Overview of the CME APPLICATION PROCESS

Obtain a blank copy of the CME Application for Designation of Category 1 Credit from the CME Office by calling the department Secretary, Nukia Williams at 517-364-2878 or the department Data Entry Clerk, Vicki Phillips at 517-364-2164. You may also visit our Web-site at <http://www.sparrow.org/meded/continuing.asp> to complete the form online or print a blank copy of the application. Once you are on the CME website click the Application Form in the Quick Links box. The CME Application will open.

Read and complete the application in its entirety. Please review the application and required documents. An incomplete application will **not** be accepted. If you have any questions do not hesitate to call the CME office.

When Honorariums, Commercial Support, Display Fees, or Beverage/Food/Miscellaneous Expenses is part of your CME activity, an additional set of documentation is needed such as a W-9 Request for Taxpayer ID/Certification, and a Letter of Agreement for Commercial Support.

Submit the entire application (a minimum of) six (6) weeks in advance of the actual educational event to the CME Office with required supporting documentation so that it can be reviewed by the CME-Library Committee for approval or disapproval.

{Note: Applications will not be approved for CME sponsorship if it is missing supporting documentation.}

Once the CME Office receives your application they will review it for completeness and prepare it for the CME Committee's review. If your application is missing any supporting documentation our office staff will notify you immediately.

The CME/Library Committee meets the second Tuesday of every month to review applications.