

Instructions to complete and submit an activity application.

**Step 1:** Go to <https://albanymed.cloud-cme.com/application>

**Step 2:** Click the **Create New Application** button.

## CME Activity Planning Form



## CME Application

Instructions: Complete the various sections of the application and scroll to the bottom of each form and click Save. Note that you will need the email addresses of any planners/faculty you identify in the application. The forms can be edited as needed until all required information is entered. When finished, click the 'Submit For Review' button to send it for peer review and possible approval. Review times vary and you will be contacted via email.

New Application

Instructions: To create a new activity, click the New Application button. To edit an existing activity, click its name/title in the listing below.

ACTIVITYID	ACTIVITY NAME	AUTHOR	LAST REVISED	DISCLOSURE STATUS
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

You have not created any applications yet. Click Add Application to begin.

**Step 3:** Enter the activity information into the application. Click **Save and Continue** at the bottom of each screen, and you will advance to the next application page.

**Basic Activity Information**

Planners and Faculty

Gap and Needs

Objectives and Learning Outcomes

Commercial Support

Commendation Criteria

Signatures

Files - upload/download

Comments

Return To Applications List

[print](#)

**Basic Information**

**Specify the following for your activity**

Activity Name: \* [?](#)

Select all that apply: \* [?](#)

<input type="checkbox"/> ACCME (Physicians)	<input type="checkbox"/> ANCC (Nurses)
<input type="checkbox"/> ACPE (Pharmacists and/or Pharmacy Technicians)	<input type="checkbox"/> AOA (Osteopathic Physicians)
<input type="checkbox"/> APA (Psychologists)	<input type="checkbox"/> AAPA (Physician Assistants)
<input type="checkbox"/> COPE (Optometrists)	<input type="checkbox"/> ASWB (Social Workers)
<input type="checkbox"/> Non-Accredited	<input type="checkbox"/> Joint Accredited

Activity Type: \* [?](#)

Activity Format: \* [?](#)

<input type="checkbox"/> Live Activity	<input type="checkbox"/> Enduring Material
<input type="checkbox"/> Journal-based CME activity	<input type="checkbox"/> Test-item writing activity
<input type="checkbox"/> Manuscript review activity	<input type="checkbox"/> PI CME activity
<input type="checkbox"/> Internet point-of-care activity	<input type="checkbox"/> Learning from teaching
<input type="checkbox"/> Other	

If other format, please specify:

[✎](#)

[➔ Save and Continue](#)

**Step 4:** When you have completed the activity application and all disclosures are on file, click the **Submit For Review** button.

ActivityID	Activity Name	Author	Planners	Last Revised	Disclosure Status			
937	<a href="#" style="background-color: #0070C0; color: white; padding: 2px 5px; border-radius: 3px;">Test Application</a>	Jennifer Ott, MD	Jennifer Ott, MD (Co-Director),	2/19/2021 12:02:33 PM	Jennifer Ott, MD does not have a disclosure on file.	<a href="#" style="background-color: #0070C0; color: white; padding: 2px 5px; border-radius: 3px;">Submit For Review</a>	<a href="#" style="background-color: #333; color: white; padding: 2px 5px; border-radius: 3px;">Copy</a>	<a href="#" style="background-color: #333; color: white; padding: 2px 5px; border-radius: 3px;">Delete</a>

**Step 5:** The activity application button will be greyed out until the review is complete. Activity application review times can vary. You will be contacted by email when the review is complete, when the application has been approved, if the application requires additional information, or the application has been rejected. If an application has been rejected, click on the activity name. Then, click **Comments** to view the peer reviewer feedback and/or make any required changes.

## Access an Existing Activity Application

**Step 1:** To view/edit your existing activity applications, go to [albanymed.cloud-cme.com/application](http://albanymed.cloud-cme.com/application)

**Step 2:** Click the activity name in the table, and the activity application will display. To edit/review the application, click **Save and Continue** as you make changes.

ActivityID	Activity Name	Author	Planners	Last Revised	Disclosure Status			
937	<a href="#">Test Application</a>	Jennifer Ott, MD	Jennifer Ott, MD (Co-Director),	2/19/2021 12:02:33 PM	Jennifer Ott, MD does not have a disclosure on file.	<a href="#">Submit For Review</a>	<a href="#">Copy</a>	<a href="#">Delete</a>