

# CME Accreditation through UCI

Let us be your one-stop-shop for CME Accreditation!

Conferences / Grand Rounds / Lecture Series / Tumor Boards / M&Ms / Journal Clubs / Meeting Series

## Services included:

- Assistance with CME Application
- Preparation and presentation of Application to CME Committee
- Provision of required documentation and guidelines
- Creation of pre-populated templates for each activity
- Assistance with paperwork throughout activity planning and preparation
- Review and approval of publicity
- Review and approval of syllabus or handout materials
- Content review management
- Provision of grant and exhibit agreements and forms
- Promotional assistance and guidance
- ACCME and AMA compliance
- Access to UCI speakers bureau
- Activity posting on UCI CME [website](#)
- CME certificate creation and annual distribution to participants
- Full outcomes survey creation, processing, and reporting
- Recordkeeping for 6+ years post activity
- Resource for all CME inquiries and issues
- Initial training for Coordinators

*Let us take the “CME headache” out of your office!*

*We have an effective, efficient, streamlined process. It works!*

Contact us at [CME@UCI.edu](mailto:CME@UCI.edu)