

POST-ACTIVITY CHECKLIST

Continuing education credit will not be awarded for activities that do not provide the requested documents.

Please return the following documents within four (4) weeks after the activity. Continuing education certificates will be emailed to the attendees within one (1) week of receipt.			
Activity title:			
Date:	Number of credits requested:	Region:	
Start time:		End time:	
Location. Select all that apply.			
<input type="checkbox"/> Online	<input type="checkbox"/> In person. Address:		
Final budget reconciliation. If the activity is a part of a series, please provide budget details for this activity date only – not the entire series. Receipts may be requested. A separate budget may be attached. <i>* A fully executed agreement for all companies must be on file with DMU before the activity start date.</i>			
Expenses	Amount	Revenue	Amount
Advertising and exhibit income		Registration	
Honoraria		Grants*	
Meeting space		Exhibits	
Food and beverage		Sponsors*	
Audiovisual		Other 1:	
Meeting materials		Other 2:	
CME/CE fees		Other 3:	
Travel expenses			
Other:			
Total		Total	
Final agenda. Select one. The agenda must include the speaker(s), case presenter(s), and/or moderator(s) credentials, title, and organization. Please indicate if you're NOT requesting continuing education credit for a particular session.			
<input type="checkbox"/> I confirm the agenda provided on the pre-activity checklist is unchanged.			
<input type="checkbox"/> There was a change to the agenda provided on the pre-activity checklist. An updated copy is included with the changed sections highlighted. If a speaker(s), case presenter(s), and/or moderator(s) was added to the agenda, they completed the conflict of interest disclosure form prior to the activity start date. If the form was not received, I understand credit will be forfeited for that session.			
Speaker presentation slides and supplemental materials. A copy of the speaker's presentation materials is not requested. However, the joint provider must keep a copy of all speaker presentation slides and supplemental materials in their files. In the event of an audit, the joint provider agrees to provide DMU with a copy of all requested speaker presentation slides and supplemental materials.			
Proof disclosure of financial relationships was made at the activity. Select all that apply.			
<input type="checkbox"/> Presentation slides REQUIRED	<input type="checkbox"/> Marketing materials	<input type="checkbox"/> Verbally by the moderator	
<input type="checkbox"/> Website:		<input type="checkbox"/> Other:	

According to the time above, all required documentation must be returned to Des Moines University CME at cme@dmu.edu.
 This form is for tracking purposes only. The joint provider should keep a copy of this form with the activity file.
 Records must be kept on file for six years from the date of the continuing education activity.