

CPD Activities – application and session information/documentation requirements

(Please submit all the required information/documents to CPD Office via email at cpd@sidra.org)

(New or Renewal applications can be submitted via <https://sidra.cloud-cme.com/application.aspx>)

Pre – Application (to be submitted/completed before application submission)

- Minutes of meeting 1 & 2
- Needs analysis summary
- Draft Program brochure
- SPC Chair name and eSignatures for participation certificates
- All disclosures completed via Cloud CME for SPC members, organizers, speakers and facilitators (any identified COI should be reported to CPD Office for resolution)
- Draft budget document (if applicable)
- Sponsorship prospectus and signed sponsorship forms (if applicable)

Post – Application (after DHP approval)

- Additional session dates **(to be sent to CPD Office at least 2 weeks before the session dates)**
- Notification of cancelled sessions **(CPD Office should be notified as soon as the session cancellation decision has been made)**

Pre – Session (to be submitted/ completed at least 3 working days before the session)

- Final program brochure and any marketing/promotional material
- Registration form or link for registration
- Draft speakers slides
- Resolution for identified COIs completed and signed off by CPD Committee
- Any marketing posters
- Evaluation form being setup in Cloud CME with multiple reminders parameter

Post – Session (all the documentation below should be submitted within one week after the session)

- Attendance marked on cloud and sent to CPD Office with breakdown of internal/external participants and by specialty
- Attendance evidence (MS Teams attendance log/Scanned copy of manual attendance sheet)
- Credits awarded to participants in Cloud CME
- Tools to demonstrate knowledge, skills, judgement **(Cat 3 – optional)**
- Assessment tools – Questionnaire **(Cat 3 - optional)**
- Results of Post/Pre tests **(Cat 3 - optional)**
- Multisource feedback **(Cat 3 - optional)**
- Direct observation of assessment **(Cat 3 - optional)**