CPD Activities – application and session information/documentation requirements.
(Please submit all the required info/docs to CPD office via email at cpd@sidra.org)

Pre-Application *(to be submitted/completed before application submission)*	Post-Application *(to be submitted/completed after DHP approval)*	Pre-Session *(to be submitted/completed at least 3 days before the session)*	Post-Session *(Should be submitted within a week after the session)*
• Attachments 1-13 (for the complete list, please check the Applications Guide) • For Cat. 3 activities, additional document Attachments 14-19 (for the complete list, please check the Applications Guide)	• SPC Chair e-signature • Additional Session dates (to be sent to CPD Office 2 weeks before the session request date) • Cancellation Form (if there are any canceled session)	• Final Program Brochure • Registration Form or link for registration • Draft speaker presentation slides • RCOIs completed and signed off by the CPD Committee • Any marketing materials • Evaluation form being setup in CloudCME	• Attendance: - Using the DHP template - Breakdown of internal or external participants and by profession. • For Cat 3 Activities: - Results of all Pre/Post tests • Attachment 9 • Attachment 13 • Final Program Brochure • Final Budget Form

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