**CME Checklist**

All educational requirements are the responsibility of the organization making the application.

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| **Pre-Application Requirements** |
| [ ]  | Review the “Guide to the Process” document provided by the NMA |
| [ ]  | Pre-application for initial approval |
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| **Post Pre-Application Approval Requirements** |
| [ ]  | Application fee: $300.00 |
| [ ]  | Self-Study |
| [ ]  | Activity files |
| [ ]  | Evaluation summary with outcomes/response data (post-test, etc.) |
| [ ]  | Performance-in-Practice (PIP) structure abstract for each activity file |
| [ ]  | Written agreements for any commercial support, exhibitors, etc. (form available) |