

Instructions to complete and submit an activity application.

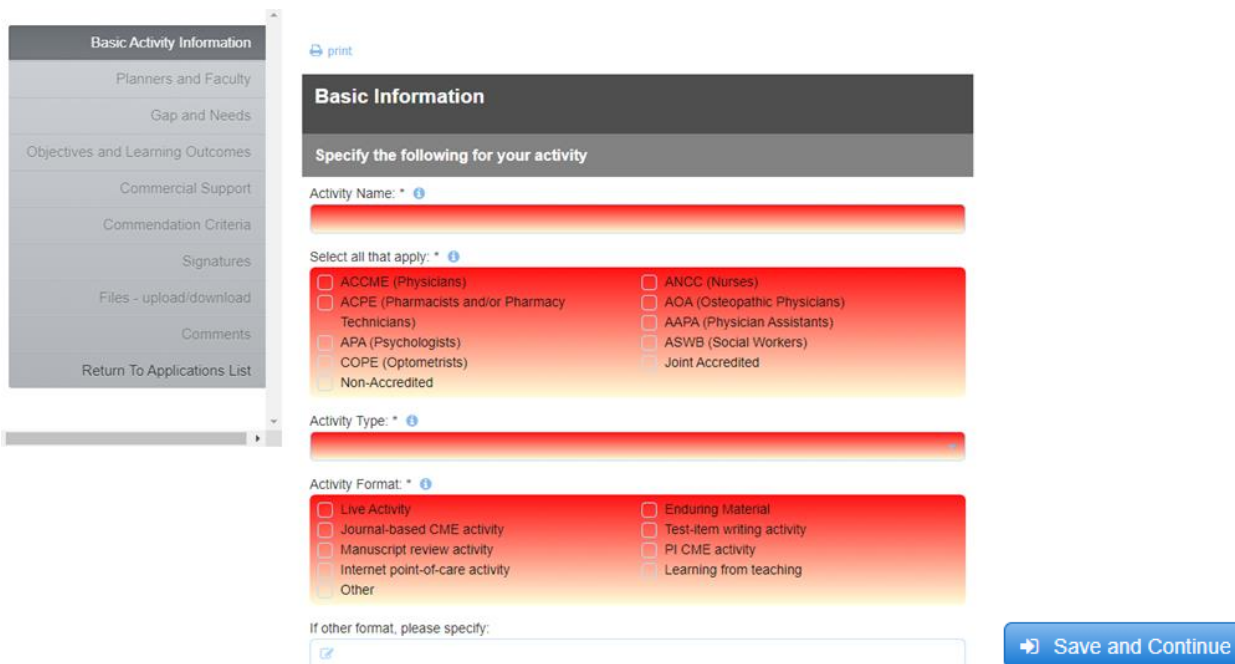
Step 1: Go to <https://utoledo.cloud-cme.com/default.aspx>

Step 2: Click the **Create New Application** button.

CME Activity Planning Form



Step 3: Enter the activity information into the application. Click **Save and Continue** at the bottom of each screen, and you will advance to the next application page.



Basic Activity Information

- Planners and Faculty
- Gap and Needs
- Objectives and Learning Outcomes
- Commercial Support
- Commendation Criteria
- Signatures
- Files - upload/download
- Comments
- Return To Applications List

print

Basic Information

Specify the following for your activity

Activity Name: *

Select all that apply: *

<input type="checkbox"/> ACCME (Physicians)	<input type="checkbox"/> ANCC (Nurses)
<input type="checkbox"/> ACPE (Pharmacists and/or Pharmacy Technicians)	<input type="checkbox"/> AOA (Osteopathic Physicians)
<input type="checkbox"/> APA (Psychologists)	<input type="checkbox"/> AAPA (Physician Assistants)
<input type="checkbox"/> COPE (Optometrists)	<input type="checkbox"/> ASWB (Social Workers)
<input type="checkbox"/> Non-Accredited	<input type="checkbox"/> Joint Accredited

Activity Type: *

Activity Format: *

<input type="checkbox"/> Live Activity	<input type="checkbox"/> Enduring Material
<input type="checkbox"/> Journal-based CME activity	<input type="checkbox"/> Test-item writing activity
<input type="checkbox"/> Manuscript review activity	<input type="checkbox"/> PI CME activity
<input type="checkbox"/> Internet point-of-care activity	<input type="checkbox"/> Learning from teaching
<input type="checkbox"/> Other	

If other format, please specify:

Save and Continue

Step 4: When you have completed the activity application and all disclosures are on file, click the **Submit For Review** button.

ActivityID	Activity Name	Author	Planners	Last Revised	Disclosure Status			
937	Test Application	Jennifer Ott, MD	Jennifer Ott, MD (Co-Director),	2/19/2021 12:02:33 PM	Jennifer Ott, MD does not have a disclosure on file.	Submit For Review	Copy	Delete

Step 5: The activity application button will be greyed out until the review is complete. Activity application review times can vary. You will be contacted by email when the review is complete, when the application has been approved, if the application requires additional information, or the application has been rejected. If an application has been rejected, click on the activity name. Then, click **Comments** to view the peer reviewer feedback and/or make any required changes.

Access an Existing Activity Application

Step 1: To view/edit your existing activity applications, go to <https://utoledo.cloud-cme.com/default.aspx>

Step 2: Click the activity name in the table, and the activity application will display. To edit/review the application, click **Save and Continue** as you make changes.

ActivityID	Activity Name	Author	Planners	Last Revised	Disclosure Status			
937	Test Application	Jennifer Ott, MD	Jennifer Ott, MD (Co-Director),	2/19/2021 12:02:33 PM	Jennifer Ott, MD does not have a disclosure on file.	Submit For Review	Copy	Delete