

Instructions to complete and submit an activity application.

Via Computer

1 Go to: <https://hoag.cloud-cme.com/Application>

2 Click the **Create New Application** button

CME Activity Planning Form

Instructions: Complete the various sections of the application and scroll to the bottom of each form and click Save. Note that you will need the email addresses of any planners/faculty you identify in the application. The forms can be edited as needed until all required information is entered. When finished, click the **'Submit For Review'** button to send it for review and possible approval. Review times vary and you will be contacted via email.

Create New Application
 Export XLS
 Reset Filters
 Find Disclosures

Admin User Lookup

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

Basic Information

Specify the following for your activity

Activity Name: *

Select all that apply: *

ACCME (Physicians)
 ACPE (Pharmacists and/or Pharmacy Technicians)
 APA (Psychologists)
 COPE (Optometrists)
 Non-Accredited

ANCC (Nurses)
 AOA (Osteopathic Physicians)
 AAPA (Physician Assistants)
 ASWB (Social Workers)
 Joint Accredited

Activity Type: *

Activity Format: *

Live Activity
 Journal-based CME activity
 Manuscript review activity
 Internet point-of-care activity
 Other

Enduring Material
 Test-item writing activity
 PI CME activity
 Learning from teaching

If other format, please specify:

Save and Continue

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

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

- 1** To view/edit your existing activity applications, go to <https://hoag.cloud-cme.com/Application>
- 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.

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