



Application Submission Instructions

Inova Continuing Medical Education System (ICMES) Sign-In

- The Inova CME department will distribute your account credentials when ICMES initially launches.
- If you do not receive an email with your log-in and password, you will need to create a new account. Click on “Create one now” and fill out your information.*
- If you forgot your password, please use the “Forgot your password” option on the “ICMES Sign-In.” (see box on right).
- Per Inova’s IT policy, you will be prompted to update your password every 90 days.

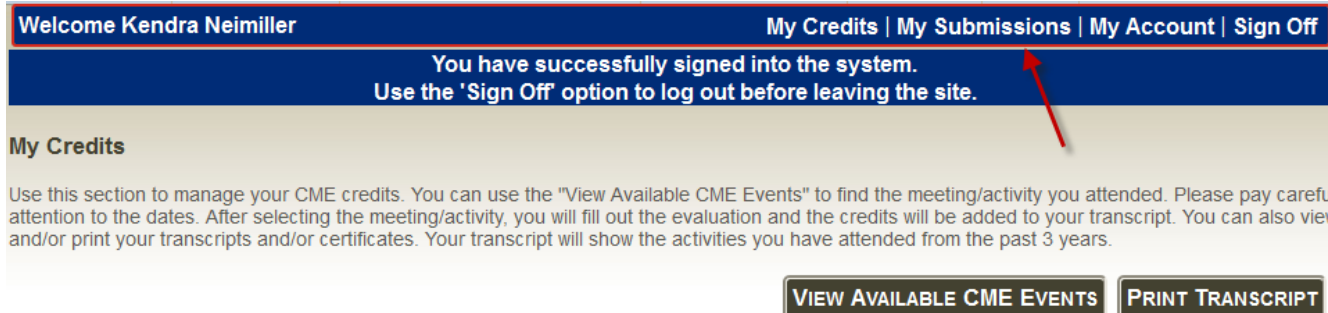


The image shows a screenshot of the CME Portal Sign In form. The form has a blue border and a light green background. At the top, it says "CME Portal Sign In". Below that, there are two input fields: "Username:" and "Password:". To the right of each field is a white rectangular box for text entry. Below the password field is a blue button with the text "SIGN IN" in white. At the bottom of the form, there are two lines of text: "Don't have a Profile? [Create one now!](#)" and "Forgot your Password? [Get it now!](#)".

** If you have attended an Inova CME event previously, but were not sent your password, email cme@inova.org and the CME office will check to see if you have a profile.*

My Credits

- Once you have successfully signed into the ICMES, you will land on your 'My Credits' page.
- Click on the 'My Submissions' menu to manage your application submissions.



Welcome Kendra Neimiller [My Credits](#) | [My Submissions](#) | [My Account](#) | [Sign Off](#)

You have successfully signed into the system.
Use the 'Sign Off' option to log out before leaving the site.

My Credits

Use this section to manage your CME credits. You can use the "View Available CME Events" to find the meeting/activity you attended. Please pay careful attention to the dates. After selecting the meeting/activity, you will fill out the evaluation and the credits will be added to your transcript. You can also view and/or print your transcripts and/or certificates. Your transcript will show the activities you have attended from the past 3 years.

[VIEW AVAILABLE CME EVENTS](#) [PRINT TRANSCRIPT](#)

My Submissions

- Use this page to manage your existing submissions or click on 'Create New Application' to start a new submission.
- Please note submissions will be removed **90 days** after the initial date they were created.

Welcome Kendra Neimiller [My Credits](#) | [My Submissions](#) | [My Account](#) | [Sign Off](#)

My Submissions

Create, update, change, review, and submit applications for RSS, live activity, and/or enduring materials.

Submissions

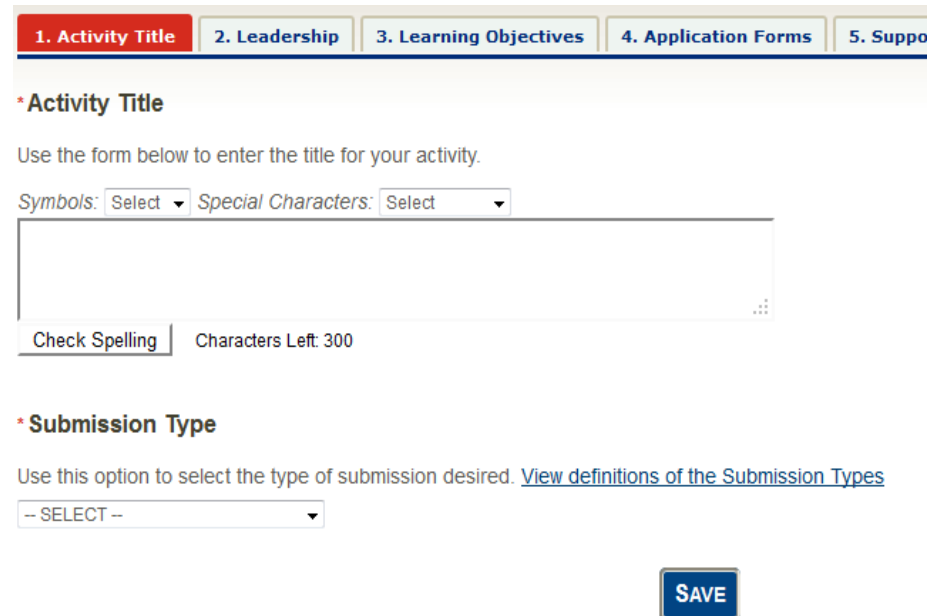
[CREATE NEW APPLICATION](#)

1. 111 - [Testing Enduring](#)
Submission Type: Enduring Materials
Submission Status: **Incomplete**
[View/Print](#) | [Withdraw](#)
2. 112 - **Demo Activity**
Submission Type: Activity
Submission Status: Completed
CME Review Status: Accepted
[View/Print](#)

CME Helpful Hint #1: If you do not see the 'My Submissions' tab, send an email to cme@inova.org and it will be added to your profile.

Creating a New Application

- You must complete the 'Activity Title' step before you can move forward in the submission process.
- Read all instructions carefully as you go through the submission steps.



The screenshot shows a web interface for creating a new application. At the top, there is a navigation bar with five tabs: '1. Activity Title' (highlighted in red), '2. Leadership', '3. Learning Objectives', '4. Application Forms', and '5. Support'. Below the navigation bar, the 'Activity Title' section is titled '* Activity Title'. It includes the instruction: 'Use the form below to enter the title for your activity.' There are two dropdown menus: 'Symbols: Select' and 'Special Characters: Select'. Below these is a large text input field. At the bottom of the input field, there is a 'Check Spelling' button and a 'Characters Left: 300' indicator. The next section is titled '* Submission Type' and includes the instruction: 'Use this option to select the type of submission desired. [View definitions of the Submission Types](#)'. Below this is a dropdown menu with the text '-- SELECT --'. At the bottom right of the form, there is a blue 'SAVE' button.

Assigning Leadership

- You must identify an **Activity Director** before you can assign other participants.
- It is the Activity Director's responsibility to complete a **Financial Disclosure form**.
- You must also identify the **Administrative Coordinator**.
- If you cannot locate a participant in the ICMES system, you will have the option to create a new profile.

102 - Instructions for Application Submission

Incomplete

1. Activity Title 2. Leadership 3. Learning Objectives 4. Application Forms 5. Supporting Documentation 6. Preview 7. Finalize

* Leadership

Use the options below to add the activity director, activity co-director, administrative coordinator, and the program committee. The only mandatory sections are the activity director and administrative coordinator.

One or more required forms are missing.

* - indicates a required item.

Activity Director

1. [Kendra Neimiller, --](#) - AI
[Edit](#) | [Remove](#)
[Faculty Disclosure](#) *

Learning Objectives

- You must enter 3 learning objectives, but you may enter as many as 8 learning objectives.
- Please note the learning objectives will automatically copy over to the “Identification of Professional Practice Gaps” form required on the “Application Forms” step.

102 - Instructions for Application Submission Incomplete

1. Activity Title **2. Leadership** **3. Learning Objectives** **4. Application Forms** **5. Supporting Documentation** **6. Preview** **7. Finalize**

*** Learning Objectives**

Use the form below to enter the Learning Objectives. Please include a minimum of 3 learning objectives and a maximum of 8. Please note that the objectives listed here will be used in all your activity marketing materials, course syllabus and activity evaluation. Specify for RSS: Please note that the objectives here should be listed on every flier or e-mail announcement about this RSS.

* Objective 1

Check Spelling Characters Left: 500

* Objective 2

Check Spelling Characters Left: 500

* Objective 3

Check Spelling Characters Left: 500

Application Forms

102 - Instructions for Application Submission

[1. Activity Title](#) [2. Leadership](#) [3. Learning Objectives](#) [4. Application Forms](#)

*** Application Forms**

Use the links below to submit the required application forms. Please refresh the page after status.

* [Planning Form](#) - **Incomplete**

* [Needs Assessment and Educational Design](#) - **Incomplete**

* [Identification of Professional Practice Gaps](#) - **Incomplete**

* [Commercial Support and Exhibits](#) - **Incomplete**

SAVE

- You must complete all 4 application forms.
- Please note all questions marked with an asterisk are required and the form cannot be submitted until all required questions have been completed.

CME Helpful Hint #2: Always remember to click the save button at the bottom of the page. You will need to refresh the page after saving to view your changes in the application forms section.

CME Helpful Hint #3: If you change the learning objectives in the "Identification of Professional Practice Gaps" form, you must also change the learning objectives in step 3.

Supporting Documentation

- Be sure to submit all required supporting documentation.
- Add a brief description to each file for reference. For example, if you upload a literature review, please name the file “literature review.”

175 - CME Test Incomplete

1. Activity Title 2. Leadership 3. Learning Objectives 4. Application Forms 5. Supporting Documentation 6. Preview 7. Finalize

Supporting File(s)

Use the form below to upload all supporting documentation for your application. [View requirements for Supporting Files](#)
Activities require 5 supporting files.

1 documents uploaded

Document Title	Description (e.g. Agenda)	Action
DermJournalClub_LitReview-1.2012.pdf	Literature Review 1.12.2012	Remove

SAVE

Click Browse to select file(s)

Browse... Clear Files

Upload

CME Helpful Hint #4: If you do not upload the appropriate number of supporting documents, you will not be able to finalize your application.

Preview

- Preview your entire submission before finalizing.
- Please note you will not be able to make edits once you have finalized your submission.

PRINT **CLOSE**

Instructions for Application Submission

Submission No:
102

Activity Director(s)
Kendra Neimiller, MD - [View Disclosure](#)
AI

Administrative Coordinator(s)
Ann Kuo, MD, MPH - [View Disclosure](#)
N/A

Learning Objectives:
Objective 1
Objective 2
Objective 3

Supporting Documentation

Finalization

- You cannot finalize a submission until **all requirements** are completed.
- You will receive a confirmation email once the submission is finalized.

102 - Instructions for Application Submission

Incomplete

1. Activity Title

2. Leadership

3. Learning Objectives

4. Application Forms

5. Supporting Documentation

6. Preview

7. Finalize

* Finalize

Use this screen to finalize your submission. If you have not completed all required steps please review the list of remaining steps required before you can finalize the submission.

Are you prepared to finalize and officially submit the following submission? Please make sure to take a few minutes to review your submission prior to completing your submission.

* Yes, I am ready to submit my application.

FINALIZE

CME Helpful Hint # 5: Keep in mind, you can no longer make edits to your submission once it is finalized.

Review Process

- Once your submission is finalized, the CME department will review the submission.
- Once the CME department reviews the application for compliance, it is then sent to the department chair and the CME director for review and approval.
- You will be contacted regarding the decision and further directions within 10 business days.

January 2012

PAPER CUTS

INOVA

CME

Questions?

- Please contact cme@inova.org
- Or visit icmes.inova.org