

Pre-Application Submission

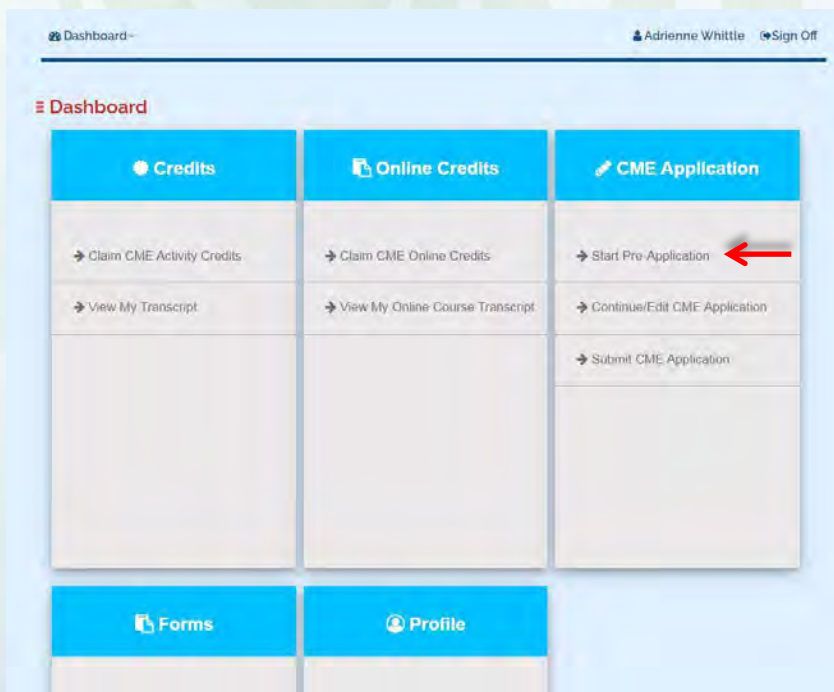
The first step in planning a CME activity is to complete a short pre-application providing basic information about your planned event. A member of our staff will follow up within 5 business days to further discuss your event. Please note, a rush fee may apply if your event date is less than 45 business days from submission of this pre-application

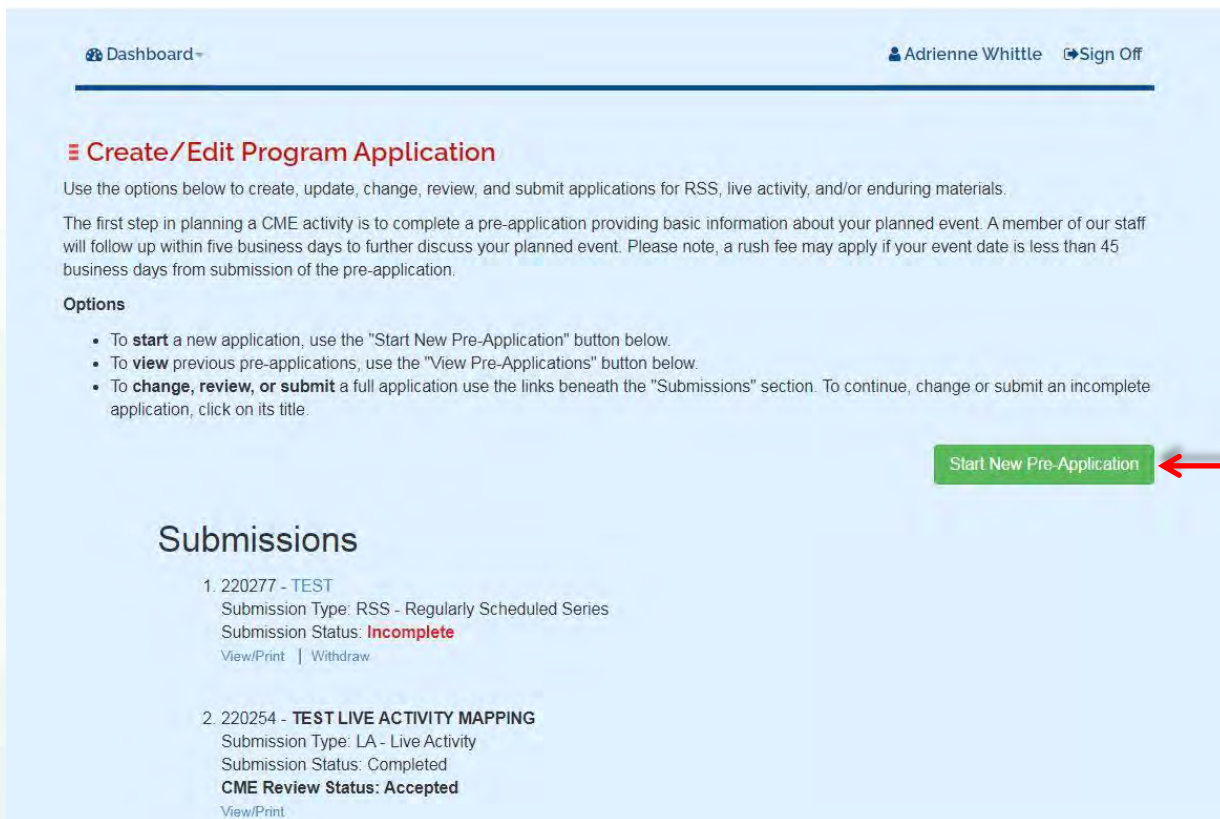
Step 1: Go to <https://icmes.inova.org> to access the Inova CME System.

Step 2: On the homepage, enter your login information to access the pre-application. If you do not have, then click on the “Create a New Profile” link in the CME Portal Sign In area. Use the instructions provided to you under the CME Quick Links on how to create a new profile.



Step 3: Click on “Start Pre-Application”



Step 4: Click on "Start New Pre-Application"

Dashboard

Adrienne Whittle Sign Off

Create/Edit Program Application

Use the options below to create, update, change, review, and submit applications for RSS, live activity, and/or enduring materials.

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Options

- To **start** a new application, use the "Start New Pre-Application" button below.
- To **view** previous pre-applications, use the "View Pre-Applications" button below.
- To **change, review, or submit** a full application use the links beneath the "Submissions" section. To continue, change or submit an incomplete application, click on its title.

[Start New Pre-Application](#)

Submissions

- 220277 - TEST
Submission Type: RSS - Regularly Scheduled Series
Submission Status: **Incomplete**
[View/Print](#) | [Withdraw](#)
- 220254 - **TEST LIVE ACTIVITY MAPPING**
Submission Type: LA - Live Activity
Submission Status: Completed
CME Review Status: Accepted
[View/Print](#)

Step 5: Complete the CME Pre-Application and click submit.

Dashboard ▾ Adrienne Whittle Sign Off

☰ CME Pre-Application

When planning a CME activity, providers must ensure that the content promotes improvement and quality in healthcare, and that it gives a balanced view of therapeutic options. CME activities provided by Inova Office of CME are meant to foster the continuing professional development of physicians and other health care professions. However, these activities are not simply meant to provide "education for education's sake". Rather, the educational offerings are intended to increase competency, influence behavior, and/or improve patient outcomes.

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* - indicates a required item.

***Proposed Activity Title**

***Proposed Program Director**