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](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”

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