

## Pre-Application Submission

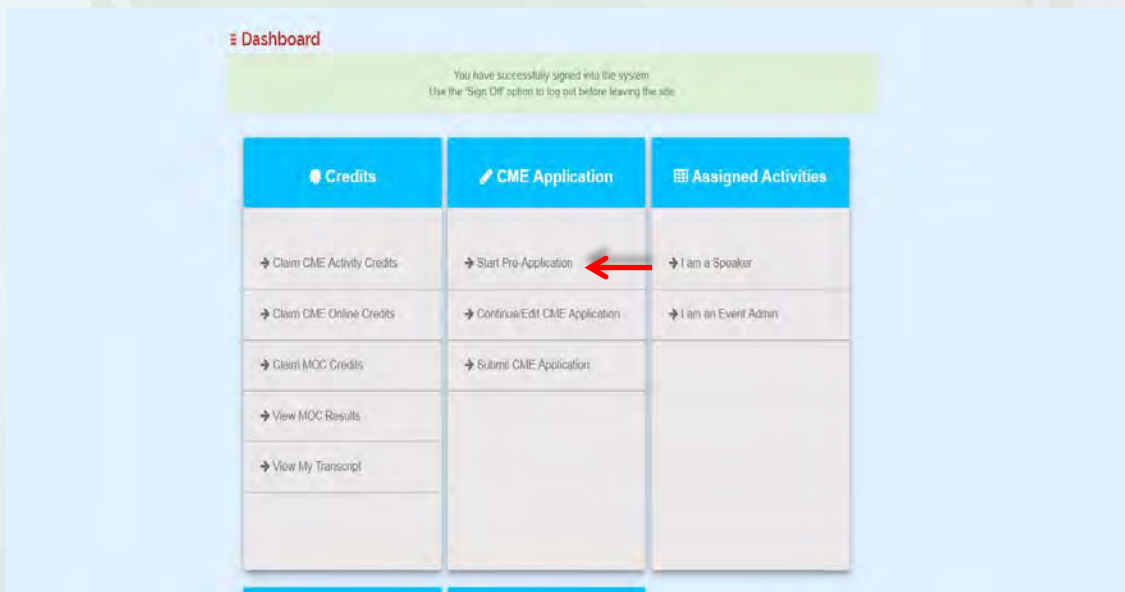
The first step in planning a CME activity is to complete a short pre-application providing basic information about your planned event. A member of our staff will follow up within 5 business days to further discuss your event. Please note, a rush fee may apply if your event date is less than 45 business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

**Step 1:** Go to <https://cme.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”


**≡ 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**

Nothing submitted in the last 180 days.

Office of Continuing Medical Education  
8110 Gatehouse Rd. 500W  
Falls Church, VA 22042



Accreditation Council  
for Continuing Medical Education  
Member of  
**MSV**


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

**≡ CME Pre-Application**

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

\* - indicates a required item.

**\*Proposed Activity Title**

  
**\*Proposed Program Director**   
**\*Proposed Activity Type**

**Please note there are fees associated with planning CME activities. [Click here for more information.](#)**

Live Activity (LA)  
A live CME activity is where the learner participates in person. An activity is planned as an individual event. Examples: annual meeting, conference, seminar.

Regular Scheduled Series (RSS)  
An activity is identified as a regularly scheduled series (RSS) when it is planned to have a series with multiple sessions that occur on an ongoing basis (offered weekly, monthly, or quarterly) and are primarily planned by and presented to the accredited organization's professional staff.  
Examples: Series are Grand Rounds, Tumor Boards, and M&M Conferences.

Enduring Material (EM)  
An enduring material is a printed, recorded, or computer-presented CME activity that may be used over time at various locations and which, in itself, constitutes a planned activity. In an enduring material the provider creates the content. Examples: Webinars, GoToMeetings, online education.

P/QI  
Performance improvement activities are based on a learner's participation in a project established and/or guided by a provider in which a physician identifies an educational need through a measure of his/her performance in practice, engages in educational experiences to meet the need, integrates learning into patient care and then re-evaluates his/her performance. Example: Research Cohort.

**\*Proposed Event Start Date**