BUILDING THE COURSE FOUNDATION

NYU Long Island School of Medicine
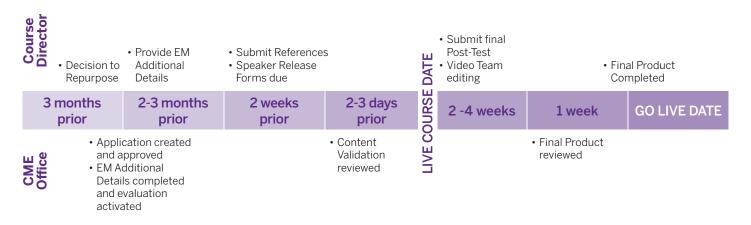
Course Director
- Schedule initial concept meeting with CME office
- Submit Course Application via **Qualtrics**
  - Assign an Independent Reviewer (IR)
  - Assign other Continuing Education Planners, i.e. nursing, physical therapy, occupational therapy, etc. (if applicable)
  - Planners & IR Disclosures submitted **via CloudCME**

ENDURING MATERIAL TIMELINE

Course Director		• Final Agenda Due • Provide EM Additional Details	• Submit References • Post-test due • Presentations/ materials due	• Content Validation begins	• Final Product Due	• Independent Reviewer submits Content Validation	• Final Product completed
	• Application submitted						
Initial meeting	**3-6 months prior**		**2-4 months prior**	**2 -3 weeks prior**	**10 days prior**		**GO LIVE DATE**
CME Office	• Application approved		• Speakers assigned in Highmarks • EM Additional Details completed	• Create and Activate Course Evaluation	• Final product reviewed		

Note: Enduring materials with 'live' presenters will require approximately 6 months. Those with modules only will require approximately 3.5 months.

REPURPOSED ENDURING MATERIAL TIMELINE

Course Director	• Provide EM Additional Details	• Submit References • Speaker Release Forms due		**LIVE COURSE DATE**	• Submit final Post-Test • Video Team editing		• Final Product Completed
• Decision to Repurpose							
3 months prior	**2-3 months prior**	**2 weeks prior**	**2-3 days prior**		**2 -4 weeks**	**1 week**	**GO LIVE DATE**
CME Office	• Application created and approved • EM Additional Details completed and evaluation activated		• Content Validation reviewed			• Final Product reviewed	

PRICING PER MODULE
- $3,250 flat fee for accreditation, setup and hosting, evaluation, and certificates
- $2,500 for each additional year of accreditation