



eMedEd



eMedEvents®
The Global Marketplace for CME/CE

Checklist for Pre-Launch Compliance Validation of CME/CE Activities

Before launching a CME/CE activity, conducting a thorough compliance validation is essential to ensure adherence to ACCME, ANCC, and ACPE standards, avoid regulatory pitfalls, and maintain learner trust. This checklist provides step-by-step guidance for verifying compliance prior to activity release.

1

Activity Planning & Documentation

- ✓ Confirm that the activity is based on a documented needs assessment.
- ✓ Verify that learning objectives and expected outcomes are clearly defined.
- ✓ Ensure that the target audience and activity type (live, enduring, virtual, hybrid) are clearly identified.
- ✓ Confirm that all planning documentation is complete and stored for audit readiness.

2

Faculty & Planner Compliance

- ✓ Collect and review all faculty and planner disclosure forms for financial relationships.
- ✓ Resolve any identified conflicts of interest prior to activity release.
- ✓ Provide faculty with guidelines on avoiding commercial bias and ensuring educational independence.
- ✓ Confirm faculty agreements/contracts are signed and stored.

3

Content Review & Independence

- ✓ Review all content to ensure it is free from commercial influence.
- ✓ Verify that all slides, handouts, and multimedia are evidence-based and unbiased.
- ✓ Confirm that no ineligible company logos, product promotions, or branding are present.
- ✓ Ensure final content review and approval is documented.

4

Accreditation & Credit Assignment

- ✓ Confirm activity is properly accredited under ACCME, ANCC, or ACPE guidelines.
- ✓ Verify that the number and type of credits (AMA PRA Category 1 Credit™, ANCC contact hours, etc.) are accurate.
- ✓ Ensure that credit statements and accreditation statements are correctly included in activity materials.
- ✓ Confirm that the activity has been assigned a unique activity ID or code as per provider policy.

5

Technical & Participant Readiness

- ✓ Test all links, registration forms, and LMS modules for functionality.
- ✓ Verify that certificates will be generated accurately upon completion.
- ✓ Confirm that participant instructions and support contact details are provided.
- ✓ Ensure pre-activity announcements and reminders are scheduled.

6

Pre-Launch Final Validation

- ✓ Review all content to ensure it is free from commercial influence.
- ✓ Verify that all slides, handouts, and multimedia are evidence-based and unbiased.
- ✓ Confirm that no ineligible company logos, product promotions, or branding are present.
- ✓ Ensure final content review and approval is documented.