COI email for RSS admins to send to faculty…

Activity Title:

Activity Date:

Thank you for agreeing to serve as a speaker/planner at the upcoming Jefferson-sponsored educational activity noted above. As part of the credit certification requirements, we ask you to complete a CME Conflict of Interest statement relating to the content of this activity. This process should be completed no later than 30 days prior to the activity in order for your session to receive credit. Please review the attached information regarding CME Conflict of Interest requirements.

The Office of CME has an online system for submitting information required for accrediting this activity. The system is based on the new CME Learning Management System, which is known as “CPD@JeffLEARN™”

**START HERE:**

Using either CHROME, MOZILLA, or OPERA browsers, GO TO the CPD@JeffLearn website and access your CPD@JeffLEARN account. DO NOT use Internet Explorer.

[**https://cme.jefferson.edu/**](https://cme.jefferson.edu/)

*Don’t have an account yet?*

* At the top right on the screen, click on the word “REGISTER”
* Complete the form to Register, and click on the button at the bottom of the page to “CREATE NEW ACCOUNT”
* See the attached instructions for more detailed information about creating an account.

*Already have an account in CPD@JeffLearn?*

* Click here to go directly to the log in screen:

[**https://cme.jefferson.edu/user/login?destination=homepage**](https://cme.jefferson.edu/user/login?destination=homepage)

* Log on using your user name and password

*Once you are logged in (either as a new or returning user):*

* At the top right on the screen, click on the words “MY ACCOUNT”
* A page labeled “PROFILE” should appear. If it does not, click on the word “VIEW”
* On the RIGHT SIDE of the PROFILE PAGE, you will see a box labeled “Conflict of Interest”.
	+ Click on the words “COI Disclosure System”.
		- This opens the SKMC COI Database.
	+ Proceed through all four screens and complete the required information.
		- Be sure to click on the “SAVE AND CONTINUE” button on each screen.
		- When you complete the last screen, you will be returned to the CPD@JeffLEARN home page.
	+ See the attached instructions for more detailed information about completing the CME COI online process.

This is the site to be used for activities starting July 1, 2015. CME Conflict of Interest data will NOT transfer from our old system.

Attachments/Links to Detailed Information:

1. CME Guidance/COI faculty info stuff
2. [How to create a profile PDF](https://cme.jefferson.edu/system/files/How%20to%20Create%20an%20EthosCE%20Profile%20v4%20.pdf)
3. How to complete a CME COI PDF