



CARIBBEAN COLLEGE OF FAMILY PHYSICIANS CME Event Support Request Form

Partner Organization Name: _____

Contact Person: _____

Email Address: _____

Phone Number: _____

Event Title: _____

Event Date: _____

Do you need the following services?

Service	Yes	No
1) Accreditation Support: CCFP will facilitate accreditation of Partner's CME events through MCJ-NCCME or CCFP-NCCME.	<input type="checkbox"/>	<input type="checkbox"/>
2) IT Support: Assistance with hybrid and virtual event execution, including technical setup.	<input type="checkbox"/>	<input type="checkbox"/>
3) Distribution of CME Certificates: CCFP will oversee the issuance and distribution of CME certificates to attendees.	<input type="checkbox"/>	<input type="checkbox"/>
4) Promotional Material Design: Designing and developing promotional flyers for Partner's accredited events.	<input type="checkbox"/>	<input type="checkbox"/>
5) Provision of Zoom Platform: Ensuring a stable and professional virtual environment for CME activities.	<input type="checkbox"/>	<input type="checkbox"/>
6) Advertising and Promotion: Marketing and promoting events through CCFP's established channels.	<input type="checkbox"/>	<input type="checkbox"/>
7) CME Certificate Design: Ensuring professionally designed and standardized CME certificates.	<input type="checkbox"/>	<input type="checkbox"/>
8) Event Reporting: Providing Partner with post-event reports, including attendee details and copies of CME certificates distributed.	<input type="checkbox"/>	<input type="checkbox"/>
9) Application Process: Partner is required to submit applications for accreditation through the prescribed form for each hosted meeting.	<input type="checkbox"/>	<input type="checkbox"/>

Additional Notes or Special Requests: _____

Submission Requirements:

Please attach the following documents to complete your application:

- ✓ Event Agenda
- ✓ Speaker Bios
- ✓ Program Goals & Objectives

Authorized Representative Name: _____

Date: _____

EMAIL FORM TO ccfpjchapter1988@gmail.com and AN ESTIMATE OF QUOTATION WILL BE FORWARDED UPON SUBMISSION OF THIS DOCUMENT