

# Continuing Education Event Intake Form

We are excited to hear you are interested in planning a continuing education event. Continuing Medical Education accreditation is managed by the MUSC OCME (Office of Continuing Medical Education), a provider of Continuing Medical Education by the ACCME with Commendation. Our office is able to provide other accreditations (see below). Our office is the Department-level liaison that you will work with to secure Department-level and Enterprise-level accreditation for your event should you plan on representing MUSC and the Department of Psychiatry. MUSC CME and our office have many guidelines that must be adhered to. This intake form is your initial Department-level step to start the planning process. All events must be submitted a minimum of 180 days in advance for review.

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## Basic Planning Information

Department of Psychiatry Division/Area Responsible for Event: \_\_\_\_\_

Department of Psychiatry Division Event Coordinator Name(s): \_\_\_\_\_

Contact Email: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

Proposed Event Name: \_\_\_\_\_

Proposed Event Date \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Proposed Location (Address, City, State, Zip): \_\_\_\_\_

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## Further Details

Event Description: \_\_\_\_\_

\_\_\_\_\_

Do you have specific funds or a grant supporting this event? Please describe: \_\_\_\_\_

\_\_\_\_\_

Event attendance is:  by invitation only  open to the public Projected Attendance Number: \_\_\_\_\_

Target Audience (MD's, PhD's, LMSW's, etc): \_\_\_\_\_

Please select accreditation desired for event:  CME  APA (Pending)  CNE  CLE

SC LLR:  Social Work Examiners  Psychology  Professional Counselors, Marriage and Family Therapists and Psycho-Educational Specialists

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Please submit form for review to:  
Melissa E. Milanak, Ph.D.  
Associate Director of Continuing Education  
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