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PROPOSAL SUBMISSION

AAAAI constituency (e.g., committee, assembly, or task force) submits a proposal during the annual open call for proposals in fall.

2



OME REVIEW

Office of Medical Education (OME) reviews all proposals and selects projects for development. Priority is given to those that address knowledge gaps from the AAAAI Needs Assessment.

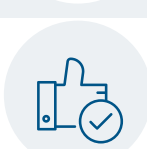
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FIRST MEETING WITH E-LEARNING STAFF

E-learning staff conduct an intake meeting with course authors to confirm course details. Supplementary materials, funding and marketing are also discussed.

4



INITIAL CME APPROVAL

E-learning staff submit the proposal to the Continuing Certification and Professional Education (CCPE) for initial approval. This includes a disclosure review of course authors and reviewers.

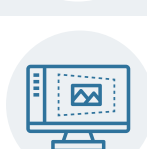
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CONTENT DEVELOPMENT

Course authors develop the course content using the outline and learning objectives as guides. E-learning staff are available for consultation regarding content and design questions.

6



COURSE DESIGN

E-learning staff create a draft design of the course and collaborate with faculty to ensure accuracy of content.

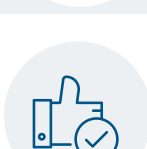
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COURSE REVIEW

Course authors provide feedback on the draft design and e-learning staff make any necessary revisions. Then, any secondary reviewers preview the course.

8



FINAL CME APPROVAL

Course is sent to the CCPE Committee for final approval as a CME activity.

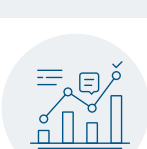
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PUBLICATION

Course is built and published in the AAAAI Continuing Education Center and reviewed for functionality. It is promoted to the target audience.

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OUTCOMES ASSESSMENT

E-learning staff and OME review online courses and share assessments and evaluations, as needed.