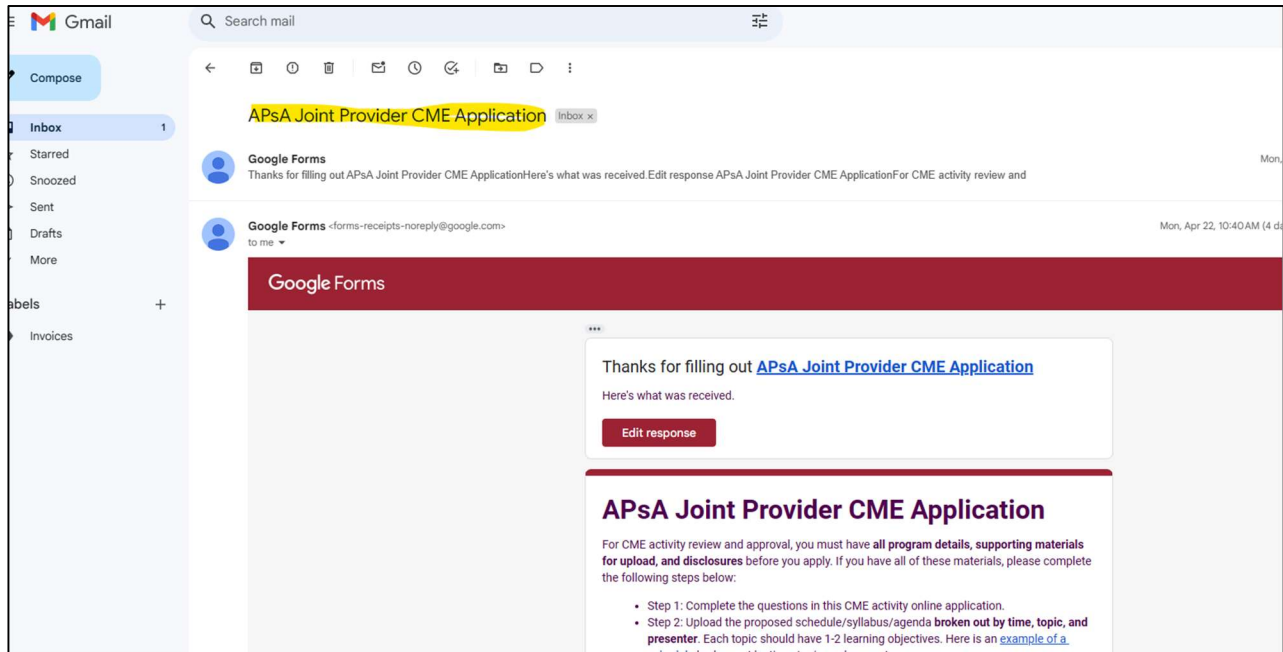
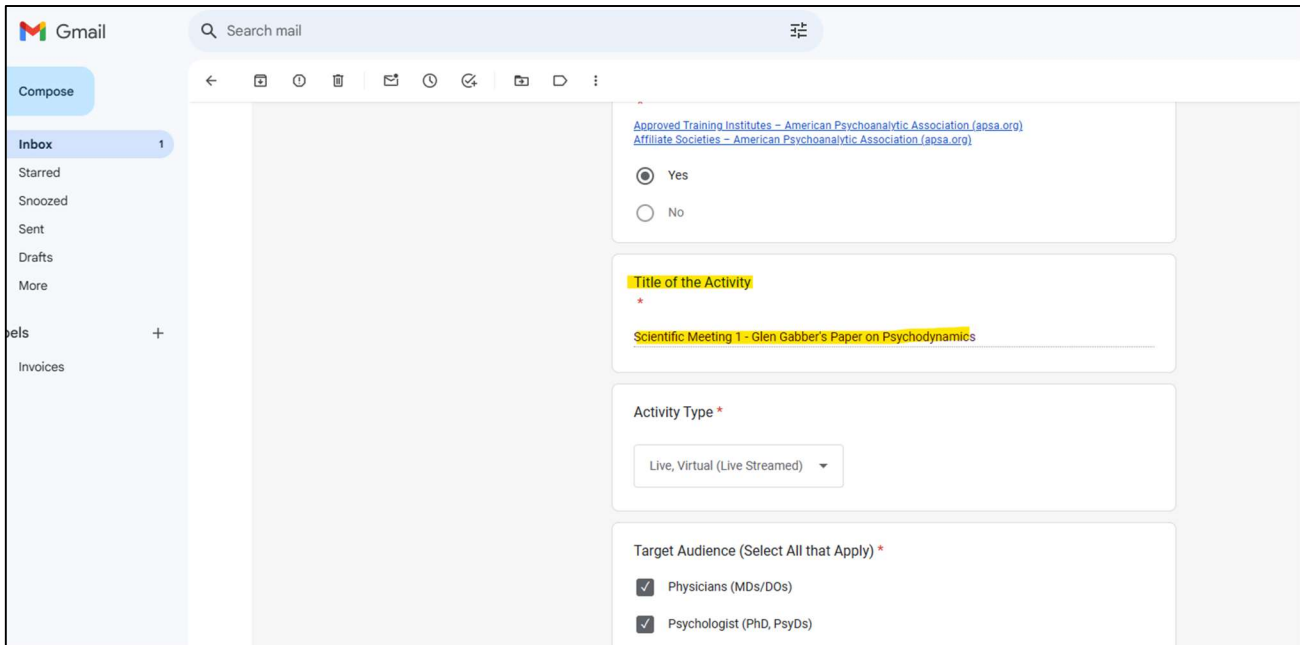


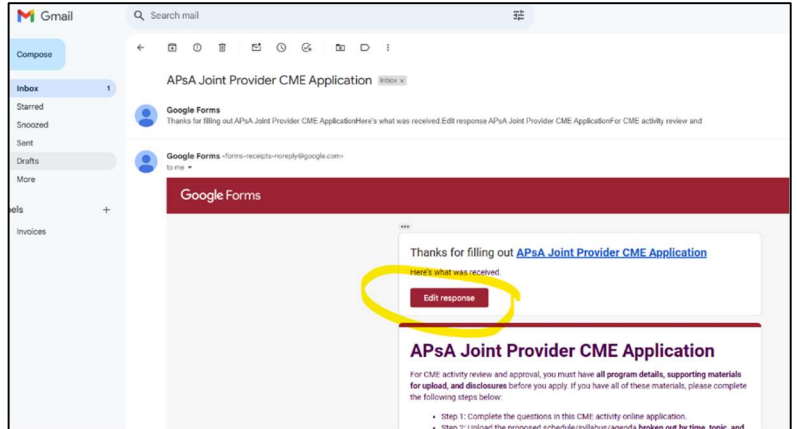
**Step 1:** Login to Gmail and find the copy of the application that was emailed to you.



**Step 2:** Scroll down to “Activity Name” to ensure you are in the correct course application.



**Step 3:** Scroll back up and click “edit response”



**Step 4:** You should be in the application now, click next and scroll to get to page 4. On page 4, upload the evaluation data, insert the number of physicians, insert the number of non-physicians and click “submit” on the application. This closes out your activity.

### Next Steps

Upon receipt, the application and supporting materials will be reviewed by the APsA CE Committee. The activity may be approved, denied, or require clarification. Any additional clarifications will be sent to the contact email address on this form. **Once the application is approved, you will receive an email from APsA.**

**The application will automatically be emailed to you after you submit it. 30-90 days after an activity concludes, you can use that email to go back into the form by clicking on “edit response” at the top of the email. Upload the summative evaluation report below and enter your number of physicians and non-physicians.** If this is too challenging, you can also email the information to [KBrundage@apsa.org](mailto:KBrundage@apsa.org).

- The final count of attendees for the overall activity **broken out by physician and non-physician** (ie: 100 attendees; 50 physicians, 50 non-physicians)
- The tabulated evaluation data or a final report of evaluation findings (do not send individual evaluation forms)
- Any changes; speakers, disclosure information, final program given to learners, etc.

**Summative Evaluation Report after the activity ends**

[Add file](#)

**Number of Physicians that Attended:**

Your answer \_\_\_\_\_

**Number of Non-Physicians that Attended:**

Your answer \_\_\_\_\_