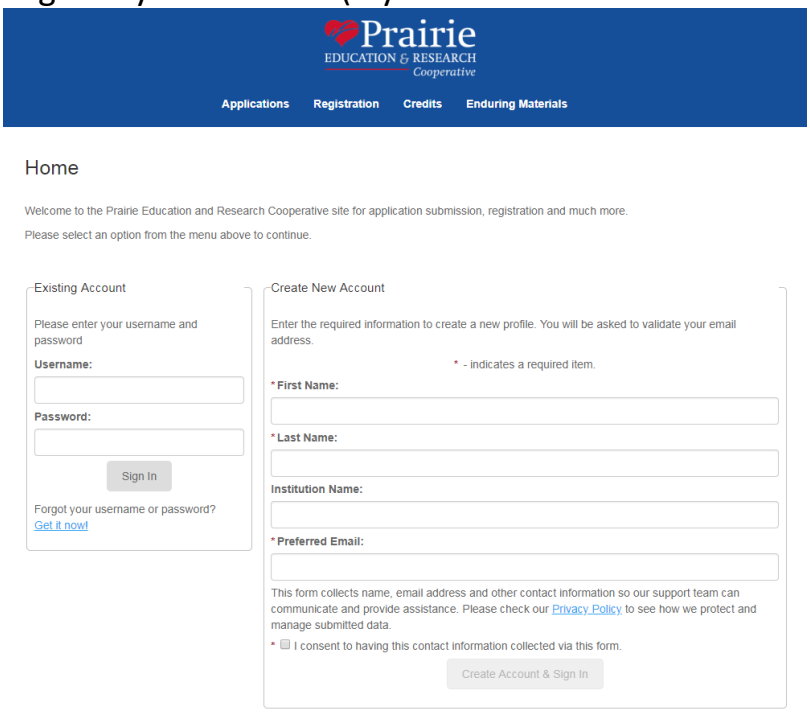
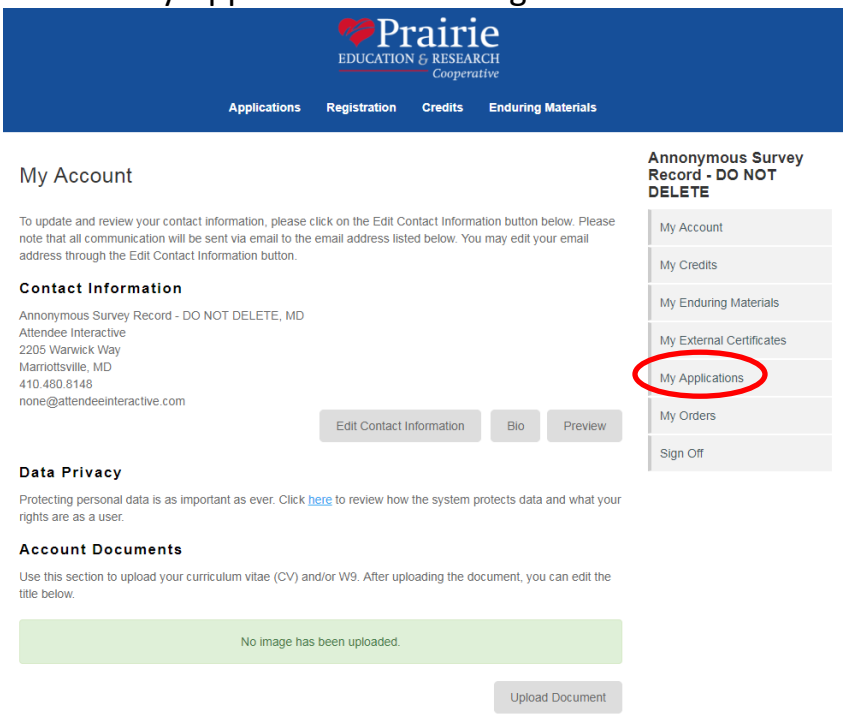
How to Submit
A CME Application

1. Go to www.highmarksce.com/prairie/
2. Login to your account (if you do not have an account you will need to create one)



3. Click on My Applications on the right hand side of the screen



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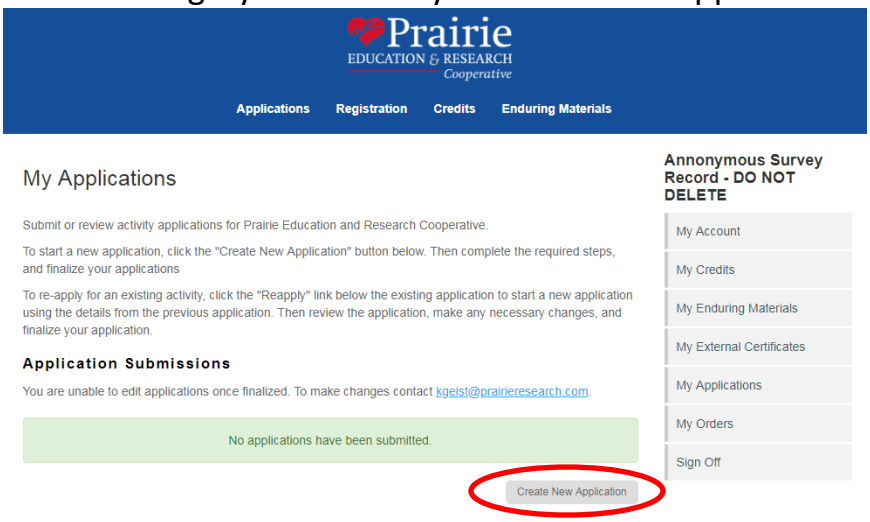
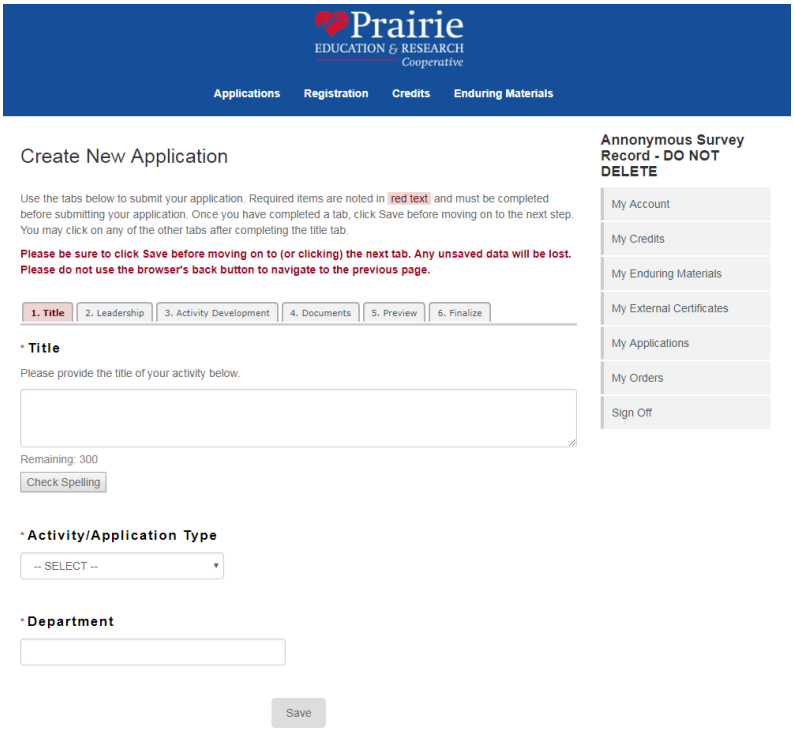
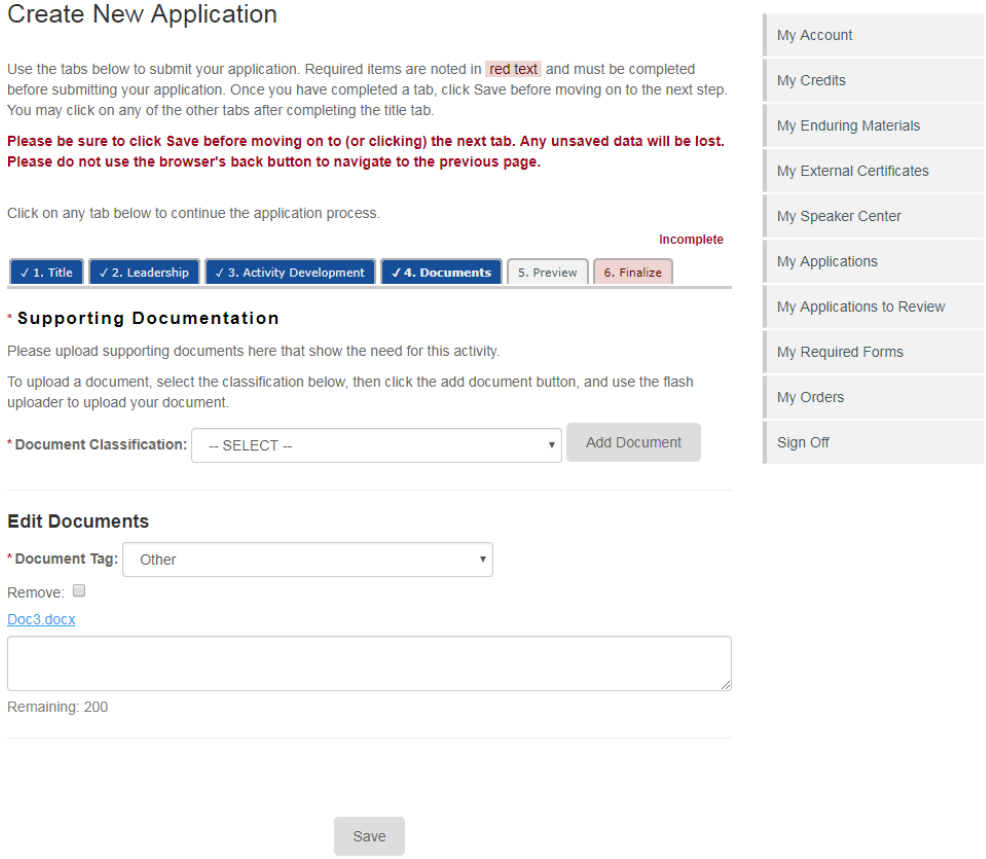
4. Click on the grey box that says “Create New Application”



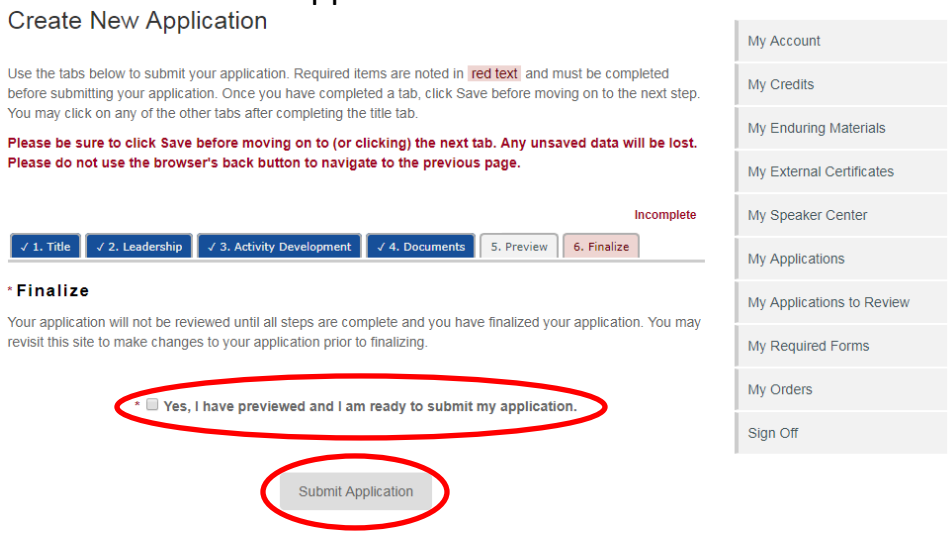
5. Begin filling in all questions on the application.
    a. NOTE: You will need to answer all questions on each form before you are allowed to hit save and move on to the next form.



6. Once you have completed answering all questions and have uploaded all appropriate documents, click on the Finalize tab.



7. Check the box next to "Yes, I have previewed and I am ready to submit my application", then click "Submit Application."



8. You will receive a confirmation after submission that your application was successfully submitted.

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Other Things to Know When Submitting an Application

- Our team will not receive a notification that you have started an application. We will only receive one once the application is finalized and submitted.

- There can only be one submitter per application.

- Course Director(s) will be required to review and approve the CME application after submission along with all applicable CME committees. One of our CME team members can give you more information on the approval process upon request.

- The Prairie/HSHS CME team is here to help if you have any questions or need assistance with the website. Please contact us by calling 217-492-9100 or emailing us at PERC-CME@hshs.org.

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