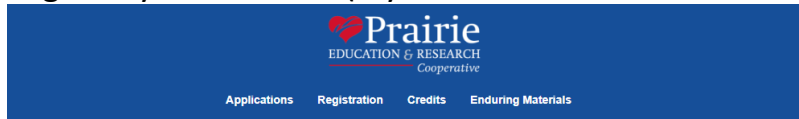


How to Submit A CME Application

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)



Home

Welcome to the Prairie Education and Research Cooperative site for application submission, registration and much more.
Please select an option from the menu above to continue.

Existing Account

Please enter your username and password

Username:

Password:

Forgot your username or password?
[Get it now!](#)

Create New Account

Enter the required information to create a new profile. You will be asked to validate your email address.

* - indicates a required item.

*** First Name:**

*** Last Name:**

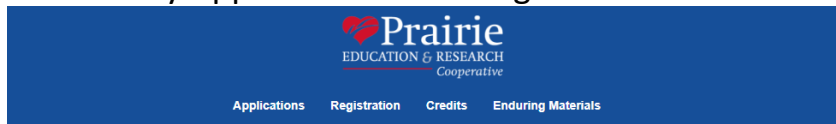
Institution Name:

*** Preferred Email:**

This form collects name, email address and other contact information so our support team can communicate and provide assistance. Please check our [Privacy Policy](#) to see how we protect and manage submitted data.

I consent to having this contact information collected via this form.

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



My Account

To update and review your contact information, please click on the Edit Contact Information button below. Please note that all communication will be sent via email to the email address listed below. You may edit your email address through the Edit Contact Information button.

Contact Information

Anonymous Survey Record - DO NOT DELETE, MD
Attendee Interactive
2205 Warwick Way
Marriottsville, MD
410.480.8148
none@attendeeinteractive.com

Data Privacy

Protecting personal data is as important as ever. Click [here](#) to review how the system protects data and what your rights are as a user.

Account Documents

Use this section to upload your curriculum vitae (CV) and/or W9. After uploading the document, you can edit the title below.

No image has been uploaded.

Anonymous Survey Record - DO NOT DELETE

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

The screenshot shows the Prairie Education & Research Cooperative website. At the top is a blue navigation bar with the logo and menu items: Applications, Registration, Credits, and Enduring Materials. Below the navigation bar is the 'My Applications' section. It contains instructions on how to submit or review applications and a green box stating 'No applications have been submitted.' At the bottom of this section is a grey button labeled 'Create New Application', which is circled in red. To the right is a sidebar menu with options: My Account, My Credits, My Enduring Materials, My External Certificates, My Applications, My Orders, and Sign Off. Above the sidebar is a warning: 'Anonymous Survey Record - DO NOT DELETE'.

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.

The screenshot shows the 'Create New Application' form on the Prairie Education & Research Cooperative website. The navigation bar is the same as in the previous screenshot. The main content area is titled 'Create New Application' and contains instructions for submitting the application. Below the instructions are six tabs: 1. Title, 2. Leadership, 3. Activity Development, 4. Documents, 5. Preview, and 6. Finalize. The '1. Title' tab is selected. Below the tabs is a text input field for the title, with a 'Remaining: 300' indicator and a 'Check Spelling' button. Below the title field is a dropdown menu for 'Activity/Application Type' and a text input field for 'Department'. At the bottom of the form is a 'Save' button. To the right is the same sidebar menu as in the previous screenshot, with the 'Anonymous Survey Record - DO NOT DELETE' warning above it.

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

Create New Application

Use the tabs below to submit your application. Required items are noted in **red text** and must be completed before submitting your application. Once you have completed a tab, click Save before moving on to the next step. You may click on any of the other tabs after completing the title tab.

Please be sure to click Save before moving on to (or clicking) the next tab. Any unsaved data will be lost. Please do not use the browser's back button to navigate to the previous page.

Click on any tab below to continue the application process.

Incomplete

✓ 1. Title ✓ 2. Leadership ✓ 3. Activity Development ✓ 4. Documents 5. Preview 6. Finalize

* Supporting Documentation

Please upload supporting documents here that show the need for this activity.

To upload a document, select the classification below, then click the add document button, and use the flash uploader to upload your document.

* Document Classification: -- SELECT -- Add Document

Edit Documents

* Document Tag: Other

Remove:

[Doc3.docx](#)

Remaining: 200

Save

My Account
My Credits
My Enduring Materials
My External Certificates
My Speaker Center
My Applications
My Applications to Review
My Required Forms
My Orders
Sign Off

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

Create New Application

Use the tabs below to submit your application. Required items are noted in **red text** and must be completed before submitting your application. Once you have completed a tab, click Save before moving on to the next step. You may click on any of the other tabs after completing the title tab.

Please be sure to click Save before moving on to (or clicking) the next tab. Any unsaved data will be lost. Please do not use the browser's back button to navigate to the previous page.

Incomplete

✓ 1. Title ✓ 2. Leadership ✓ 3. Activity Development ✓ 4. Documents 5. Preview 6. Finalize

* Finalize

Your application will not be reviewed until all steps are complete and you have finalized your application. You may revisit this site to make changes to your application prior to finalizing.

Yes, I have previewed and I am ready to submit my application.

Submit Application

My Account
My Credits
My Enduring Materials
My External Certificates
My Speaker Center
My Applications
My Applications to Review
My Required Forms
My Orders
Sign Off

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

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.