

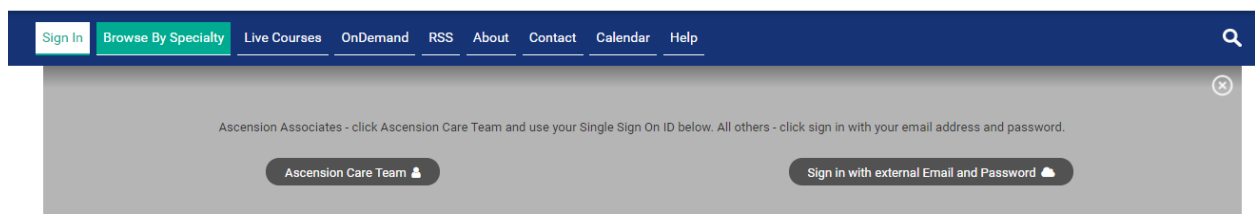
Activity Application

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Resources: Activity applications allow for non-administrative personnel to submit a proposed activity for review and approval. The activity application provides all necessary information to have a clear, documented process.

Accessing the Activity Application: Begin by accessing the Ascension Interprofessional Continuing Education (IPCE) site using the following web URL:
<https://ascension-ce-cme.cloud-cme.com>

Sign in to the Ascension IPCE site by clicking on Ascension Care Team and using your Single Sign On (SSO) or sign in with an external email.



Once you have entered the attendee portal, click on the **submit an application** button on the right side of the screen.

Activity Application

Application

An intake process must be completed when you are requesting credit or support for a new educational activity. Please click on the link below to submit an application. This is not where you update your individual profile. You will be directed when to fill out the application based on approval status.

[SUBMIT AN APPLICATION](#)

Select the green **Create New Application** button. A new window will open to begin the pre-application.

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Pre-Application: All applications will be required to complete a pre-application. Complete all of the basic information regarding your activity. All required fields are denoted in red. Once you have completed your pre-application, click on **Save and Continue** at the bottom of the screen.

Once the application has been submitted, you will be redirected to the Application List screen. Locate the activity you just created and click the **Submit for Review** button.

[SUBMIT FOR REVIEW](#)

This will notify the IPCE team. A member of the IPCE team will review your pre-application and contact you for next steps.

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