**INITIATE**

1. **PROPOSAL SUBMISSION**
   Applicant/AAAAI constituency (e.g., committee, assembly, or task force) submits a proposal.

2. **OVERVIEW WITH EDUCATION TEAM**
   Phone or email conversation with AAAAI Education Team to confirm course details, plans and needs

**DEVELOP**

3. **CME APPROVAL**
   Education team submit the proposal to the Continuing Certification and Professional Education (CCPE) for initial approval. This includes a disclosure review of planning committee, moderator(s) and presenter(s).

4. **CONTENT DEVELOPMENT**
   Webinar faculty develop content/presentation for the recorded session

5. **MARKETING OF EVENT (optional)**
   Staff Liaison works with AAAAI Communications team to publicize the activity with AAAAI Membership

6. **RECORD CONTENT**
   Staff Liaison coordinates with faculty to record presentation.

7. **PUBLICATION**
   Course is built and published in the AAAAI Continuing Education Center. Includes hosting of video content and credit claiming for viewing the recorded activity.

8. **OUTCOMES ASSESSMENT**
   Education team and AAAAI staff liaison can provide evaluation details, as needed.

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### CME Credit
- **Webinar**: ✔
- **Pre-Recorded**: ✔

### Can be recorded
- **Webinar**: ✔
- **Pre-Recorded**: ✔

### Live audience
- **Webinar**: ✔
- **Pre-Recorded**: ✗