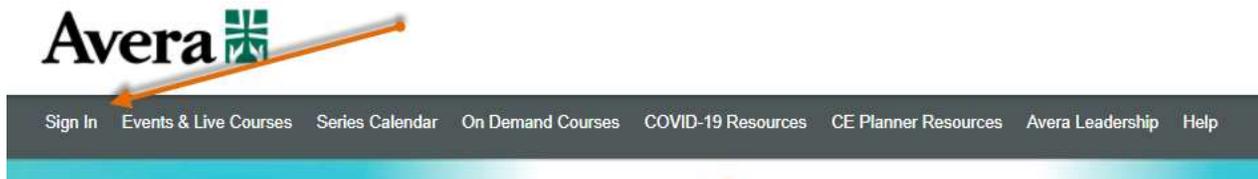


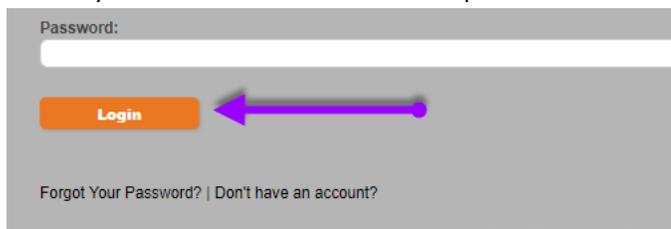
Avera CE Portal: Bio/Disclosure Form

To follow accreditation guidelines for Continuing Medical and Nursing Education, all planners and presenters must disclose relevant financial relationships. If involved in any CME/CNE activity, a completion of disclosure is necessary every 365 days and as any disclosure information changes.

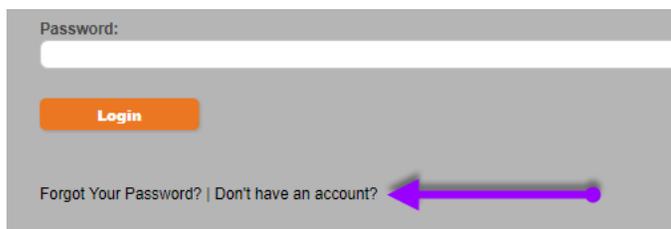
If you have been to the Avera CE Portal previously sign in to the [Avera CE Portal](#).



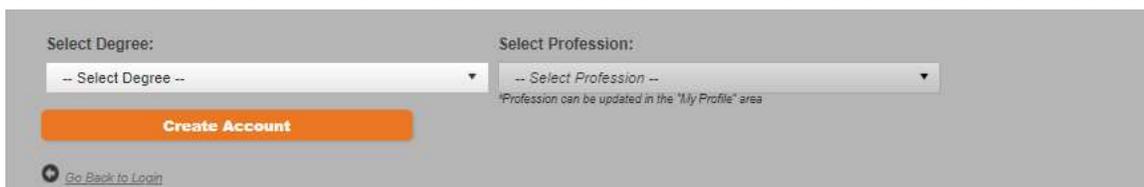
Enter your email address and password and click Log In.



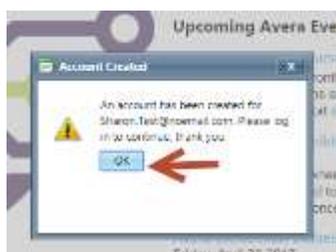
If you have NOT been to the Avera CE Portal previously, click on "Don't Have an Account?" link.



Enter the information in the "Need An Account?". Then click "Create Account".



You will receive a message confirming an account has been created for you. Click ok to log in and continue.



For assistance in completing a Bio/Disclosure, please contact averaeducationevents@avera.org.

Avera CE Portal: Bio/Disclosure Form

You must log into the Avera CE Portal to complete your disclosure. If you do not, the disclosure may not process correctly and you will need to re-do it.

There are two ways that can be used to complete the disclosure form. Either method will take you to the Disclosure Form. Complete the Disclosure Form per instructions further below.

STEP 1 (if you have not been added to an application):

Use the Disclosure form link at the bottom of the screen if you have not been added to an application.



STEP 2 (if you have been added to an application use the Faculty button):

If you have been added to an application as a planner, committee member, content expert or speaker/faculty, this is an option. There will be a red dot with a number on the Faculty button. The number on the red button is how many tasks need to be completed.

Click the Faculty button



The task (disclosure) that needs completing will be listed under Global Tasks. Click the Begin button to start the disclosure.

My Tasks

 **1** Global Tasks Activity Tasks Upcoming Presentations

Global tasks are tasks that apply to all activities. The below tasks can be completed at any time. The below tasks will expire, and an expiration date will show.

Status	Task Name	Expiration Date	Date Completed
	Disclosure of Financial Relationships		

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Avera CE Portal: Bio/Disclosure Form

Within the text box, describe expertise and years of training. A CV/Resume can be uploaded instead of describing expertise and years of training by clicking on the “Add Files” button. If you upload a CV/Resume, please indicate “CV/Resume attached” in the text box.

Disclosure of Relevant Financial Relationships for Continuing Professional Education

Sharon Plucker

CRITERIA FOR DISCLOSURE OF FINANCIAL RELATIONSHIPS WITH COMMERCIAL INTERESTS:

Instructors, planners, content reviewers and managers who affect the content of a CE activity are required to disclose financial relationships they have with commercial interests (i.e., any entity producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on, patients) within **over the past 12 months ONLY**.

If your spouse or life partner has a significant financial relationship with an applicable manufacturer (e.g., is employed as the VP-Marketing), you must include that disclosure in this form.

Having an interest or affiliation with a corporate organization does not prevent you from participating in the planning of a proposed CE activity. However, ACCME and ANCC policies describe procedures for resolving conflicts of interest that may require limiting the role and input of any person judged to have a conflict.

Please describe expertise and years of training specific to the educational activity and/or upload a CV/Resume. If you upload a CV/Resume, please indicate “CV/Resume Attached” in the text box below.

35 years of administrative support
1 1/2 years of Avera CE Portal support

Upload CV/Resume

 Add Files

To follow accreditation guidelines for Continuing Medical and Nursing Education, all planners and presenters must disclose relevant financial relationships. Complete this disclosure by answering yes/no to the question. If “yes” is indicated on either question, text boxes for further explanation will appear.

NATURE OF RELEVANT FINANCIAL RELATIONSHIPS

UNLABELED/UNAPPROVED DRUGS

Do you intend to reference unlabeled/unapproved uses of drugs or products in your presentation?

- Yes
 No

Avera records many live educational activities. Answer “Agree” or “Disagree” to release of presentation materials. *You are NOT required to release your presentation for publication or distribution, but it is highly encouraged that you release your presentation in order to help learners review and reinforce learning.*

By signing this form, presenter represents that he/she has obtained, or will obtain prior to the presentation, any required permission to use copyrighted material. Alternatively, presenter will strictly comply with the fair use of copyrighted materials for educational purposes, including, but not limited to, proper attribution.

I hereby warrant that I have read the above authorization, release and agreement, prior to its execution and I am fully familiar with the contents thereof and have the authority to sign it. This release shall be binding upon my heirs, legal representatives, my assigns and myself.

PLEASE NOTE: You are NOT required to release your presentation for publication or distribution, but it is highly encouraged that you release your presentation in order to help learners review and reinforce their learning experience.

Presentation Release

- Agree
 Disagree

For assistance in completing a Bio/Disclosure, please contact averaeducationevents@avera.org.

Avera CE Portal: Bio/Disclosure Form

To submit the form, click on the Signature field, type your name in the box and click on the Done button.

My signature below indicates that I have read and completed this form myself and to the best of my ability provided current and accurate information. I am aware that financial disclosure information provided in this form will be shared with learners prior to their engagement in this CE activity.

Signature

 Signature Image 



PLEASE SIGN







When you are finished, click the Submit button below your signature. The button will change to Please wait.

Signature

 Sharon Plucker

You have now completed your disclosure. If involved in any CME/CNE activity, completion of disclosure is necessary every 365 days and as any disclosure information changes.

For assistance in completing a Bio/Disclosure, please contact averaeducationevents@avera.org.