

HOW TO COPY A PREVIOUS APPLICATION

NOTE: Created August 2026

TO START THE COPY OF YOUR APPLICATION

Go to Allina Health's CloudCME® portal – <https://allina.cloud-cme.com> and click on the **"New CME Application Request"** button on the CloudCME main page.

In the Filter Box

You have option to narrow your search if you submit multiple types of application otherwise you may search by 'approved only'.

Other filter options:

- Filter by the previous 'Activity Type'.
- Change date to a date prior to the activity start date.
- Search - This will pull up all applications that you have submitted for the Activity Type.

- Next step is to **copy** your application that you would like to update and resubmit.
 - [You will go through each tab and update details to apply for the new activity year.](#)
 - This link above will take you to the HealthStream CE Management help section for 'Creating a New Application' should you have questions about any particular part you are completing.
 - Make sure to review everything in its entirety, tab by tab.
 - If you have new planning members please make sure, they also complete their disclosure and pair their mobile device.
 - When you are ready you can submit.

ActivityID	Activity Details	Author	Planners	Disclosure Status	Application Status	Copy	Delete
1422	Activity Type: Directly Provided - Regularly Scheduled Series Activity Date: 1/1/2026 6:30:00 AM Last Revised: 12/8/2025 12:26:25 PM	Amber Rist, RN	Mikayla Carey Weathers (Activity Coordinator), Amber Rist, RN (Other Planning Committee Member), Paul Scott, MD (Lead Physician)	Amber Rist, RN does not have a disclosure on file.	✓ This application has been approved Download PDF Download PDF		

APPLICATION REVIEW & APPROVAL TIMELINE

Applications must be submitted according to the timelines below to allow sufficient review and processing time.

Any request for revisions and/or additional information does restart the approval timeline back to 30-60-90-day window noted below for your activity type, please plan accordingly.

- **Full Day Conference:** Submit at last 90 days prior to the activity start date. It is recommended that planning for a full day conference begins a minimum of 9 months in advance.
- **Individual Activity:** Submit at least 60 days prior to the activity start date.
- **New Regularly Scheduled Series (RSS) Activity:** Submit at least 30 days prior to the activity start date.
- **Re-occurring Regularly Scheduled Series (RSS) Activity:** Copy the previous year's application, update and submit by the 3rd Friday in November.
- **Enduring Activity (recorded):** Submit at least 30 days prior to the proposed launch date.

ONCE YOUR APPLICATION HAS BEEN APPROVED

- Approval of an application does not guarantee CME or ANCC credit designation, if all requirements are not met by the deadlines.
- Activity set-up in CloudCME will require additional time, depending on the complexity of the activity.
- All required materials (e.g., disclosures, handouts, presentations etc.) must be finalized and submitted **at least 2 weeks prior** to the activity start date to ensure compliance with all CME/ANCC accreditation requirements and allow time for final review and correction.

QUESTIONS

You may reach out to your CME program specialist or email CME@allina.com.