

## HMS MyCE Disclosure Process:

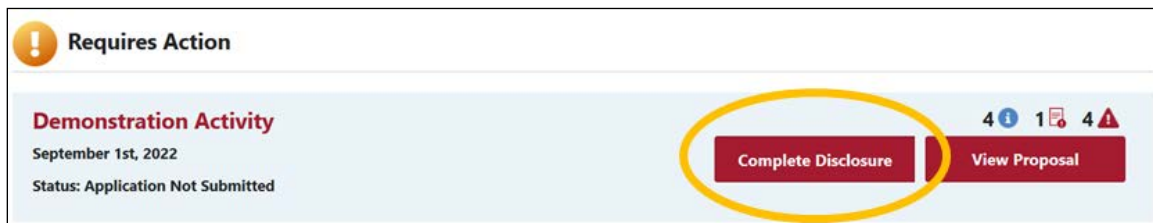
Welcome to the HMS MyCE “My C. E.” system, an online, comprehensive content management system for all stages of the HMS accreditation workflow, designed in-house to eliminate version control, expedite accreditation review, facilitate the disclosure process and improve the learner experience.

Here are the steps to submit your disclosure in the MyCE system.

1. Log in or complete your registration for the HMS MyCE – let HMS PGME know if you need a fresh registration link or run into any trouble [CEPrograms@hms.harvard.edu](mailto:CEPrograms@hms.harvard.edu)

**System Requirements: Google Chrome, Firefox or Safari; the MyCE portal will not work on Internet Explorer or AOL.**

2. From your Dashboard, find the activity and select **Complete Disclosure**



**Requires Action**

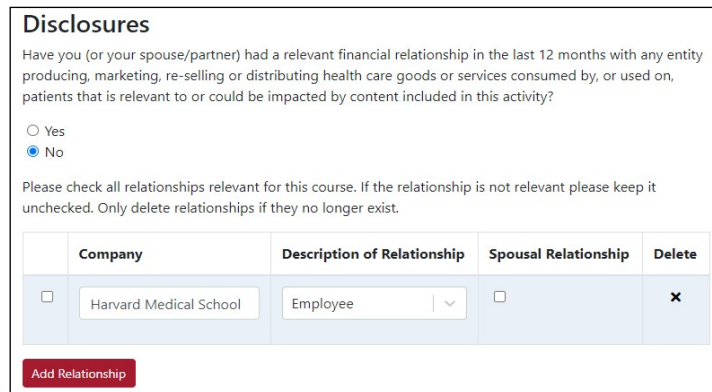
**Demonstration Activity**  
September 1st, 2022  
Status: Application Not Submitted

**Complete Disclosure** **View Proposal**

3. In the **Faculty Disclosure** window please indicate whether you have any relationships: Yes or No.

If you indicate “Yes”, use the table below to add all relationships. The list will be retained as part of your profile and become a working list for future accredited activities.

Indicate relationships relevant to this specific activity with the checkbox on the left of each row.



**Disclosures**

Have you (or your spouse/partner) had a relevant financial relationship in the last 12 months with any entity producing, marketing, re-selling or distributing health care goods or services consumed by, or used on, patients that is relevant to or could be impacted by content included in this activity?

☐ Yes  
☒ No

Please check all relationships relevant for this course. If the relationship is not relevant please keep it unchecked. Only delete relationships if they no longer exist.

	Company	Description of Relationship	Spousal Relationship	Delete
<input type="checkbox"/>	Harvard Medical School	Employee	<input type="checkbox"/>	x

**Add Relationship**

4. Use the checkbox to attest to the [HMS PGME Disclosure Policy](#) and use the red button at the bottom to submit the form for HMS review.

**Course Directors’ and Educational Planners’ disclosures must be submitted for review as part of the accreditation review.**

**Faculty forms must be submitted no later than 14 days before the start of the activity.**

If you have any questions, feel free to reach out to [CEPrograms@hms.harvard.edu](mailto:CEPrograms@hms.harvard.edu).