CME Application Guidelines and Requirements

Application materials for accredited continuing medical education are to be submitted to the Office of Continuing Medical Education (OCME) using updated forms available on our website, med.cmich.edu/cme, under CME Application Documents or from our office. Completed applications are due:

- Special activities/events: 45 days prior to the activity date(s)
- Regularly Scheduled Series: 30 days prior to the activity date(s)

For CME Event Planning services, please contact our offices as early as possible in your planning process.

Applicants should understand and adhere to the definition of continuing medical education as defined by the American Medical Association (AMA):

> Continuing medical education consists of educational activities which serve to maintain, develop, or increase the knowledge, skills, and professional performance and relationships that a physician uses to provide services for patients, the public, or the profession. The content of CME is that body of knowledge and skills generally recognized and accepted by the profession as within the basic medical sciences, the discipline of clinical medicine, and the provision of health care to the public.

Direct and jointly sponsored activities must be planned according to the accreditation requirements of the ACCME, including the Standards for Commercial Support and ACCME policies. All applicants should read, understand and apply the CMED OCME Disclosure to Learners Policy and CME Content Development and Validation Policy prior to beginning the application process. These policies ensure learners that all CME activities are planned and developed to promote improvements or quality in healthcare and not specific proprietary business interests of a commercial interest. These policies are available under CME Application Documents on our website.

All planners and speakers must complete and sign a Disclosure (Conflict of Interest) Form disclosing relevant financial relationships with commercial interests within the previous 12 months (including spouse or significant other). If there are no such relationships, that information also must be disclosed. All disclosure must occur at the beginning of a CME activity.

**Final Checklist Guidelines**

1. Completed and signed application with specific date(s), location(s), title, speakers, planners
   a. Correct “gap” and “need” descriptions as well as supporting documentation (prior evaluations, surveys, literature, government requirement, etc.)
      See the ACCME definitions of “gaps” and “needs” on page 3 of the CME application.
   b. Clearly defined objective(s) (i.e., what is this activity designed for the learner to learn … and why – the “why” is usually the “gap”)
   c. Selection of applicable competencies (ACGME/ABMS, IOM, IECC)
d. Correct accreditation statement: direct or jointly provided (page 6)
e. Draft flyer/announcement/brochure prepared per the **Guidelines for Flyers/Brochures template**

2. For **jointly provided** activities, receipt of a signed **Joint Providership Agreement** prior to submitting the application
   a. An invoice for payment will be sent after the application is approved

3. **Disclosure** (Conflict-of-Interest) forms signed and dated by anyone in control of content: all planners, faculty, speakers, presenters, panelists, moderators, etc.
   a. Describe on page 5 how you will inform learners of planner/speaker disclosure

4. **Curriculum Vitae** for all speakers (first four (4) pages only if more than 10 pages).

5. **Agenda** for special CME activities (not Grand Rounds/RSS), an agenda with date, time, topic title, speaker(s) is requested. Accreditation statement and planner/speaker disclosure preferred on agenda.

6. **Save the Date** flyers, draft agenda, draft brochures – must be pre-approved by the OCME. The ACCME has defined what may be included in a **Save the Date** notice.

7. **Evaluation and assessment**: If providing an evaluation, please include a sample. All CMU evaluations are completed through our automated CME credit processing portal on our website at [CME Evaluation](#).

8. **If commercial support or exhibitors**:
   a. Letters of Agreement for Commercial Support for all grants, approved and signed by the OCME
   b. W-9 required only if commercial support grant pays for honoraria
   c. Notification there will be exhibitors. Exhibitor Application.
      [**Note**: exhibitors are NOT commercial support.]
   d. Preliminary budget

9. **Post-Event documentation** (within 30 days of the activity/event):
   a. Sign-in sheet(s) or electronic equivalent designating MDs/DOs and non-physicians
   b. List of attendees
   c. Evidence of disclosure to learners (i.e., signed Verification of Disclosure form for planners and speakers)
   d. Exhibitor Application forms
   e. Final budget, financial report
   f. Copies of all handouts
   g. Completed evaluation forms (or electronic equivalent/summary)

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1 The accreditation statement must appear on all CME activity materials and brochures distributed by accredited organizations, except that the accreditation statement does not need to be included on initial, save-the-date type activity announcements. Such announcements contain only general, preliminary information about the activity such as the date, location, and title. If more specific information is included, such as faculty and objectives, the accreditation statement must be included.

(ACCME Policies, March 2014)