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### **CME Credit Approval Process**

As an accredited provider subject to the review of the Accreditation Council for Continuing Medical Education, we need to assure compliance with their guidelines. Joint co-sponsorship of credit puts our accreditation at risk if documentation is incomplete. For this reason, we are outlining our needs for credit in detail. Credit for a conference or grand rounds will not be considered complete until all information requested is reviewed prior to approval. ACMEC will not accept incomplete applications for review. All post meeting documentation must be sent to ACMEC within two weeks for final credit recording. **Submission of this application must be made at least 30 days prior to program date.**

A copy of our application form and a sample of a completed application are enclosed.

1. Designation of physician involved in program planning. A summary statement of how the conference was planned, i.e. who composed the planning committee, who the primary audience will be and how was the need for the conference and topics determined?
2. Agenda (credit is given for actual programming not for breaks, evaluation time, or vendor time.) (example enclosed)
3. Learning Objectives – Each topic delivered needs to have a stated objective that addresses the learning needs. Some topics may have multiple objectives. The evaluation conducted after the program is to determine if the learner perceives that the objectives were met. **Learning objectives must be included on the evaluation form or in the brochure.**
4. Speaker Qualifications – A curriculum vitae or brief bio of each presenter receiving credit must be provided. The intent is to document that the individual presenting has appropriate qualifications to address the topic in a scholarly manner. ACMEC is primarily interested in academic credentials.
5. Budget/Financial Support – A statement delineating how speakers are being financially supported must be provided. The FDA does not permit the provision of credit to programs where the speaker receives an honorarium directly from industry. Support from industry must be done through an appropriate provider via an unrestricted educational grant. In most cases ACMEC will need to be involved at the initial planning process to clarify how speakers will be funded. Documentation of funding sources including registration fees to cover conference costs and a breakdown on how money is budgeted needs to be included. The FDA will not permit accreditation of programs where sponsored social activities are more significant than the education provided.
6. Disclosure Statement – The FDA requires that speakers receiving credit must provide the sponsor (ACMEC) with a disclosure of commercial interest that may influence or bias the presentation and disclosure of content on non-FDA approved indications. To accomplish these criteria, ACMEC has created a disclosure statement to be completed by each presenter. (example enclosed)
7. Attestation of Disclosure – Information obtained on the disclosure statement must be provided to the audience and a method stated as to how that will be carried out. A sample of the Verbal Attestation is attached. **An alternative to verbal attestation is to include copies of all speaker Disclosure Statements to attendees in their meeting packets.**
8. Teaching Method – A format for presentation is an important part of the educational process. The application needs to indicate how the course will be taught (i.e. lecture, interactive discussion, case presentation, etc.) The teaching method should also be considered as part of the objective setting. Some topics have a better educational outcome with one format than another.
9. Attendance – Recording of attendance should be done using a self-recording process. The physician needs to be a part of the process for reporting attendance. This is usually done with a sign-in sheet or

check off list. In either case, a legible name is required. If attendees are out of the ACMEC service area, they must provide an address as well.

- Attendance must be taken twice in an eight-hour program, once in the morning and once in the afternoon.
- **Please include local physician speakers in your final attendance list.**
- **A summarized tally of individual hours attended by each physician must be included with the original sign-in sheets.** For multiple section conferences we suggest using a summary attendance sheet similar to the enclosed sample.
- Actual credit for physician attendees will not be completed and placed in our database until attendance and evaluations are returned.

10. **Evaluation** – The evaluation component is the means by which the conference planner can determine if the educational objectives have been met. Evaluations can be done through a number of methods, focus groups, interview, or self-report form. (Example enclosed) **Educational objectives must be included on the evaluation sheet or in the brochure.**
11. **Outcome Assessment - New this year:** As part of our accreditation ACMEC must show that we make an effort to determine the outcome of our educational efforts. For example in February we will hold ACMS Winter Clinics in McCall. At the end of the conference attendees will complete an evaluation. The evaluation would not be able to predict outcomes of the education only the success of the meeting. Therefore, we will need to go back to our attendees several months after the conference and ask if there were any changes to practice as a result of the education at the conference. This information would then measure outcomes. Our guidelines don't indicate there has to be a positive outcome only that a process to measure is in place. The guideline does not specifically say how to do the process therefore we will allow creative efforts to figure out how this can be carried out. There is latitude in how this can be done, samples of attendees could be taken for example rather than all attendees.  
**In your application, please tell us how you plan to determine the outcome for the program you are presenting.**
12. **Credit Certificates** – Upon approval of the program, ACMEC will provide program planners with a certificate that may be copied and provided to attendees. The certificate is most often used by non-physicians or out-of-area physicians. Attendance of physicians who are members of ACMEC are routinely placed on a database and receive an annual credit report rather than individual certificates.
13. **Accreditation Statement** – Announcements regarding the program you are applying for requires that the following statement be evident to participants.

**“The Ada Canyon Medical Education Consortium is accredited by the Idaho Medical Association and the Accreditation Council for Continuing Medical Education to provide continuing medical education for physicians. The Ada Canyon Medical Education Consortium designates this live offering for a maximum of \_\_\_\_\_ AMA PRA Category 1 credit(s). Physicians should claim only the credit commensurate with the extent of their participation in the activity.”**

Activity announcements that describe all materials (such as brochures), in both print and electronic formats, that are designed to build awareness of the activity among the target physician audience. These should feature an activity's educational content, with advertising for unrelated amenities playing a secondary role. Any announcement, if it references the maximum number of credits for which the provider has designated the activity, must clearly include the complete Designation Statement exactly as it is stated above.

A “save the date” announcement (such as card mailer with limited space) may indicate that AMA PRA Category I Credit will be provided without stating an exact amount, but only if the provider has ALREADY certified the activity for AMA PRA Category I Credit. This announcement may read, “This

Activity has been approved for AMA PRA Category I Credit”.

Providers may NEVER publish or announce that “AMA PRA credit has been applied for.”

Review of the application will be done in a timely fashion to facilitate your planning needs.

14. Cost- ACMEC requires the submission of a \$300.00 processing fee from non-ACMEC member organizations to review the application of all programs requesting credit in excess of 4 hours and \$50.00 for 1-3 hours.

The production of an accredited CME program is a complex task. As you proceed through the process, please contact Marie Chester, Administrative Assistant, to provide clarification.

ACMEC holds complete liability for the accreditation process that provides some 14,000 hours of credit to area physicians. The importance of our continued accreditation cannot be over emphasized. For this reason, **we will only grant approval when documentation is complete. Please remember this process requires approval prior to publication of announcements in order to include the approval statement.** No applications will be accepted less than 30 days prior to the program.

### **Post Conference Paperwork**

After 14 days

ACMEC policy requires that all post program documentation be provided within two weeks after conference in order to retain credit. In cases of extenuating circumstances we will extend this deadline to 30 days. If the information request is not turned in by that time credit for the program will be withdrawn.

After 30 days

ACMEC policy requires that all post program documentation be provided within two weeks after the conference. Since ACMEC has not received the documentation, credit for this program cannot be provided. ACMEC would not record any certificates provided to attendees on our database.

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We look forward to partnering with you to provide our community with quality CME.

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