

UW Medicine

CONTINUING MEDICAL EDUCATION

Procedures for CME Accreditation Application Overview

As defined by the ACCME, 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 and/or the profession.

The University of Washington School of Medicine Office of Continuing Medical Education is accredited by the Accreditation Council for Continuing Medical Education to provide continuing medical education for physicians.

Accreditation for continuing medical education activities can be obtained through application to the UW/CME office. Contact with the UW/CME office should be made at the beginning of planning any activity to assure that all required steps are taken to meet the ACCME requirements.

To obtain accreditation for your activity the process requires that you –

1. Submit an application to the University of Washington School of Medicine Office of Continuing Medical Education
2. Organize and deliver your activity in accordance with the ACCME Criteria
3. Provide documentation that your activity adhered to this process and the requirements

Requirements

UW School of Medicine Affiliation: The activity chair or one Planning Committee Member must be a full-time regular faculty of the University of Washington School of Medicine. For programs in Montana, an active Montana Medical Association (MMA) member must be actively involved in the planning.

Application Requirements:

- The application should be submitted electronically at least **3 months** prior to the activity requested start date. The UW CME Office should be contacted in the early stages of development of your activity.
- **Typed only - No hand-written applications**
- The application must be signed by the activity chairperson, the department chair and the department administrator or appropriate leadership.
 - An additional signature is required from a planning committee member if the activity chair is not a UW SOM regular faculty member.
- Advertisement or marketing of an activity cannot take place until final approval has been given from UW/CME. No announcement flyer or piece can include the statement such as “CME credits applied for”.
- The University of Washington CME office will either approve or deny accreditation based on the application and provide written notification to the activity submitter.
- **CME Fees: All applications incur an application fee (see fee schedule) upon submission. Processing fee of \$25-\$65 per registrant to issue the CME certificate are also available.**

Application Approval

- The application must be submitted electronically in its entirety (with the application attachments), including the required signatures. Approval cannot be received unless the application is complete.
- Application approval generally takes 3-4 weeks from date of receipt in the CME Office.
- Written confirmation of approval will be provided to the activity contact indicated on the application form and will include the number of category 1 credits and an activity reference number (further correspondence regarding the activity must include this number)

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Publicity and Marketing

- **The UW/CME office must approve all fliers, brochures and/or website listings prior to publication or distribution.**
- The formal marketing piece must contain specific information regarding the activity and must contain the following:
 - accreditation statement (as provided upon application approval)
 - activity description
 - activity objectives
 - description of the target audience
 - list of the speakers and their credentials
 - agenda
 - acknowledgement of UW/CME (i.e. – “*sponsored by the University of Washington School of Medicine along with your department name*”)
 - acknowledgement of commercial supporters (not required but can be included) should read:
 - (i.e. *an unrestricted educational grant has been provided by _____ in support of this activity*)
 - *No company or branded logos of an ineligible company can be used on marketing materials*
- A “save-the-date” **should only include the activity title, date and location** but should acknowledge the University of Washington School of Medicine as a sponsor along with your department. If it contains more specific information in listing faculty, topics or agenda, etc., the accreditation statement must be included (see above). **The UW/CME office must approve prior to distribution.**
- Educational materials that are part of the accredited activity (hand-outs, syllabus or slides) cannot contain any commercial advertising.

Budget and Financial Reporting

- UW/CME requires a budget of anticipated revenue and expenses for the activity. This must be submitted as part of the application (utilize the template included in the application form). The final financial accounting of revenue and expenses must be submitted to UW/CME at the conclusion of the activity.

Commercial Support/Education Grants

- A copy of the Integrity and Independence Standards should be reviewed by all requesting CME credit. Each Standard must be adhered to. Please contact the UW/CME Office if you have any questions.
- The handling of all commercial support must be done by your department. A commercial supporter cannot make direct payment to any speaker for payment of honoraria or travel expenses. Commercial monies must be received by the CME office and then paid out by your department.
- Applications for educational grants cannot be submitted to any potential grantor prior to approval of the CME application. If you are applying for grant monies, please send a copy of the application to the CME Office for reference – particularly if you reference the CME Office in the application.
- A letter of agreement from each commercial supporter must be reviewed and signed by the CME Office and the commercial supporter prior to the start of the activity. Departmental personnel cannot sign the letters of agreement. Letters should be submitted electronically.
- The UW/CME Office will sign the LOA from a commercial supporter if they require that their form be used instead of one from the UW/CME Office.
- All grant funds from a commercial source must be sent to the CME Office for deposit. Complete the “Commercial Support Transmittal Form” and send it with the check to the CME Office. The CME Office will deposit the monies and then issue a JV to transfer to your department. The CME Office will withhold 10.0% for UW

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overhead. Jointly provided activities and Montana activities can deposit funds locally. Please confirm with UW CME in advance of depositing any grant revenue.

- Acknowledgement of all grant monies received must be made to the activity attendees. This can be done in your marketing brochure or in your course syllabus. The word “sponsor” cannot be used in conjunction with a commercial supporter. Appropriate acknowledgement language would be:
 - *“this activity is supported by unrestricted educational grants from _____”.*

Exhibit or Display Fees

- If you charge a display or exhibit fee for your activity, a letter of agreement is not required. Such fees are considered to be activity revenue. Report display fees separately from grants in your final budget.
- Acknowledgement of such fees must be made in your course materials – denoted separately from educational grants.
- Exhibits fees cannot be waived based on receipt or approval of an educational grant.
- A listing of all such fees must be included in your final paperwork.
- No commercial exhibits or displays are allowed in the same room/educational space as the educational activity. This applies to online programs as well.

Disclosure and Attestation Form

- Each person who has the opportunity to control the content of the activity is required to complete a Disclosure and Attestation form. All completed copies must be attached to the application.
- The disclosure form should collect all disclosures for those who have the opportunity to control content, for the last 24 months, and for any dollar amount. The course chair or planners then need to determine which disclosures are relevant. Utilizing the mitigation for to determine which ways to mitigate any relevant disclosures.
- Any relevant information disclosed on this form must be made known to the audience prior to the presentation. This information is to be provided in the syllabus/disclosure slide or handout materials (see disclosure summary form). Under very special circumstance it can be done orally, however, you need to document to us that this was done. (call the CME Office for instructions)

Evaluation

- Evaluation of a CME activity is a requirement. A recommended evaluation form is available upon request. All elements of the UW/CME evaluation form must be included - additional items may be included.
- A summary of the evaluations must be submitted to UW/CME following the activity. (a summary of data only – do not send individual forms)

Attendance Records

- Documentation and verification of attendance is required, including first name, last name, credential and email.
- A full list of attendees must be submitted to UW/CME following the activity.
- Attendance records must be kept for 6 years.

Attendance Certificates

- Only UW/CME can provide attendees with an attendance certificate for Category 1 credit.
- All attendees who wish to receive a certificate must complete and submit a verification of attendance form. UW/CME will provide you with a templated copy to utilize upon approval of your activity or an electronic link.

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- If you have chosen in your application to have each attendee pay the fee for a certificate, they must submit the attendance form to the UW/CME along with payment. Please provide this form to all of your attendees.
- If you have chosen to provide all of the attendance verification forms along with the sign-in sheets to UW/CME, payment of the per person fee must accompany your request.

UW/CME Fees

- UW/CME requires an application fee for application processing. Include your payment information in the application.
- UW/CME requires the application fee payment upon review. Upon submission of the CME application, requester agrees to pay the application fee in full. Application fees are non-refundable and are not based on approval status.
- The certificate fee is calculated off of the amount of hours the attendee claims.

Submit all paperwork and fees to: jlminick@uw.edu or cme@uw.edu