

Accreditation Policy

CME Events

General requirements for submission of local, regional and national* CME requests sent to Children's CME office:

- You **must** include a representative from the CME department at the beginning of and throughout your planning process.
- Completed packets must include all supporting documentation at the time of the submission.
- Publicity for an event may not make any reference to CME credit until the program has received formal approval. Save the date notices are acceptable publicity, so long as the card does not list that CME credit is pending or applied for.
- At anytime CME credit can be revoked from an activity, even after the application has been approved and the activity has taken place. Examples of when credit may be revoked include, but are not limited to:
 - Changes with agenda or speakers without informing the CME department.
 - Failure to submit supporting documentation within the appropriate timeframe after your activity is complete.
- The CME department reserves the right to audit your event without prior notification to ensure compliance with ACCME requirements.
- If the activity has already taken place, and the CME department decides your credit will be revoked, it is your responsibility to inform the activity attendees.

Timeline for submission of CME credit requests:

CME packets are due the 1st and 15th of each month following respective timelines as to type and length of activity. In the event that the 1st or 15th falls on a weekend day, the application must be submitted the Friday prior.

Length of Activity Requested	Initial Contact with CME Department	Packet 1 must be completed by:
More than 1 day for activity	6 months before activity	4 months before activity
1 day (5-8 hr) activity	4 months before activity	3 months before activity
1/2 day (3-4 hr) activity	3 months before activity	2 months before activity
1-to-2 hours	4 weeks before activity	3 weeks before activity

*Please note that initial contact with the CME Department, planning and application for a national event should begin 9 months before the scheduled date of the activity. The CME application should be submitted no less than 6 months before the activity.

Completed CME Activity Application

The completed CME activity application must include:

- Title
- Date(s)
- Length of activity
- Location
- Intent for the activity
- Name and contact information for program director

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- Name and contact information for contact person (if different from program director)
- List of everyone involved in planning
 - Signed conflict of interest disclosures for everyone involved in planning event
- Completed CME activity worksheet
 - Target audience
 - Topic/focus area
 - Date(s) of event
 - Length of activity (one hour, four hours, etc.)
- Agenda
 - Actual times of presentations including breaks and lunch
- Budget
- Copy of proposed publicity
 - Copy of brochure
- List of speakers
 - Curriculum vitae for each speaker
 - Signed conflict of interest disclosure forms for all speakers
- Name and contact information for person(s) responsible for program, and persons responsible for post-CME activity documentation

Post CME Activity Documentation

For Single CME Events:

Following the completion of your CME activity, all completed final documentation must be received within **45 days** of completion of the activity.

For Regularly Scheduled Series:

The Minnesota Medical Association (MMA) defines "regularly scheduled series" as weekly or monthly CME activities that are primarily planned by and presented to the organization's professional staff. Regularly Scheduled Series (RSS) can be evaluated in multiple ways. You can evaluate:

- Every session
- Related sessions together
- The entire series annually

It is required that you evaluate the series at least once per year. You must indicate on your CME application (packet 1), how you plan to evaluate your RSS. Documentation must be received within **45 days** of the completion of the activity.

For Any CME Activity:

Failure to comply within this timeframe and/or incomplete submission of materials will result in the department being denied CME credit for the next event accreditation consideration. It may also result in revocation of CME credit for the current activity.

The individual responsible for the CME activity must submit the final data including:

- Final program agenda and brochure
- Typed attendance list with MD's clearly indicated
- Final attendance numbers

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- Total number of attendees
- Number of physicians
- Number of non-physicians
- Documentation of faculty disclosure announcement(s) either printed copies or individual PowerPoint slide(s)
- Evaluation form summary
- Participation verification form summary
- Budget information
 - Final expense/revenue summary

Priority consideration for CME credit will be given based on criteria determined by Children's CME mission including, but not limited to:

- Relevancy of topic/focus area
- Primary care physician target
- History of compliance with CME requirements

A program is not guaranteed Category 1 CME Certification.