



GUIDE FOR DEVELOPING CME PROPOSALS

The University of Illinois College of Medicine is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide continuing medical education for physicians. Activities approved by the Committee on Continuing Medical Education may be designated for *AMA PRA Category 1 Credit(s)TM*.

In order to be certified, a proposal, including all accompanying attachments, must be reviewed and approved by the Committee on CME. Please submit materials at least **3 months** prior to the start of the activity.

Within the guidelines and standards of the ACCME, the University of Illinois at Chicago (UIC) College of Medicine encourages high-quality continuing medical education activities. To assist you in this effort, the activity proposal form is offered to you as a guide to ensure that your proposed activity fits the ACCME definition of a “planned CME activity;” as a formal request for CME approval; and as a record for departmental and CME office files.

1. INSTRUCTIONS FOR USING THE FORMS

If you need help to develop your activity, or if you would like us to review your proposal prior to submission, we would be happy to do so. Call the CME Coordinator at 309-671-8483. To complete the form please do the following:

- Provide all data requested, including additional information or explanations when specifically requested. Sample evaluation forms, evaluation and outcomes summaries for renewal activities, an agenda, brochure copy, financial disclosure for all members of the planning committee and speakers, and commercial support agreements ***must be attached***.
- When you feel that the proposal is ready for review, send one copy to the CME office. The original signatures of the activity director and the head of the sponsoring department must appear on the last page of the application. Please keep a copy in your department for your records.
- Submit proposals at least **3months**, but no later than 60 days, before the program is scheduled to begin if you wish to publicize it as certified for CME far in advance. ***Your publicity may make no statements about CME credit before official certification occurs.***

2. BROCHURE GUIDELINES

Certain specific information is required on brochures and promotional material. **Brochure copy must be approved by the CME office and the Committee prior to printing.** ***The official statements indicating certification for CME credit can only be included on promotional material AFTER official approval by the CME committee.*** It is important, therefore, that CME proposals are submitted well in advance of the program. No statement such as, “CME credit applied for” may be made prior to approval.

3. GUIDELINES FOR COMMERCIAL SUPPORT

If a CME activity is funded in any way by a pharmaceutical company or other commercial enterprise, there must be documentation from the commercial sponsor stating how the monies are being given to the University e.g., an unrestricted educational grant. Commercial support must be acknowledged on any promotional materials. A signed agreement must be completed with signatures from the commercial supporter representative and the activity director.

4. DISCLOSURE

- Presenters/speakers at the activity will be required to sign a Disclosure of Financial Interest statement. This applies to University faculty as well as to outside speakers. The information contained in this form must be disclosed to participants prior to the presentation. This may be done verbally, in writing, or at the beginning of an audiovisual introduction.
- All members of the planning committee must provide a Disclosure of Financial Interest statement.
- All conflicts of interest must be resolved by the Activity Director prior to the activity.
- A Verification of Disclosure should be submitted two weeks after the activity.

5. EVALUATION AND OUTCOMES SUMMARY

Upon completion of the activity, a summary of participant evaluations must be sent to the CME office with a total MD attendance figure included. An activity will not be recertified if a summary of the previous year's evaluation has not been received. In addition to immediate feedback from participants, we require that outcomes (follow-up) data be measured and submitted. More information is available in the Outcome Measurement section of the application. Please emphasize to participants the importance of completing evaluation forms and participating in outcomes measures.

6. JOINT SPONSORSHIP

A Letter of Agreement between all parties is required on jointly sponsored activities. This agreement will be provided by the CME office after receipt of the activity proposal.

7. RECORD-KEEPING AND ATTENDANCE

The sponsoring department is responsible for assuring that attendance records are maintained and available for verification as needed. These records are considered official and need to be made available to the CME office upon request.

The CME office keeps a computerized database record of all CME activities. A list of all participants including title (MD, DO) and complete mailing address must be submitted to the CME office within two weeks following the completion of the activity. A transcript will be issued to physicians yearly.

8. ADMINISTRATIVE FEE

A CME Administrative Fee will be assessed on all episodic activities receiving registration fees and/or commercial support. The fee is based on the amount of support received for the activity. Contact the CME office for more information.

Please do not hesitate to contact the CME office at any time with any questions or concerns you may have. We will do our best to help you to organize a successful program.