

Medchi's CME Application Guide for Accrediting Activities

MedChi is accredited by the Accreditation Council for Continuing Medical Education (ACCME), to provide continuing education for the healthcare team. One of the privileges of accreditation is the ability to partner with nonaccredited organizations to provide *AMA PRA Category 1 Credit™* for quality continuing medical education (CME) activities.

Application Process and Timeline:

Materials Needed for CEMS Activity Applications

- Application and Activity fee
- Names, emails, position title, and organization of each planning committee member and faculty
- Funding Information, if applicable
- Description and Learning Objectives
- Final agenda
- Practice Gaps
- Learner Needs or Needs Statement
- Peer reviewed References
- Learning Format
- Marketing/Promotional/On-Site materials
- Disclosure forms
- Presentations, if applicable

Activity Application Deadlines:

Step 1: 8 weeks prior to the activity submit the following:

- Activity fee
- Activity application, including credit amount (to determine activity fee, and the full name, credentials, emails, position titles, and organizations of all planning committee members.
- Completed and signed disclosure forms
- Final agenda
- Marketing/Promotional/On-Site materials

Step 2: Within 60 days after the activity, submit the following:

- Completed follow-up report
- Activity participant list

Note: CME approval for your activity will take place after all the materials in step 1 are submitted.

Financial Disclosure and Mitigation of Conflict of Interests (MCOI) Process

Individuals who have the ability to influence and/or control the content of this accredited CME activity must disclose all financial relationships with all ineligible companies over the past 24 months. This includes planners and faculty (presenters). The online pre-application form provides you with an opportunity to enter all the planners and faculty with their email and affiliation. We then send each planner/faculty a link to our online disclosure form on your behalf.

Note: *Ineligible companies are those whose primary business is producing, marketing, selling, re-selling, or distributing healthcare products used by or on patients. Examples of such organizations include: advertising, marketing, or communication firms whose clients are ineligible companies; bio-medical startups that have begun a governmental regulatory approval process; compounding pharmacies that manufacture proprietary compounds; device manufacturers or distributors; diagnostic labs that sell proprietary products; growers, distributors, manufacturers or sellers of medical foods and dietary supplements; manufacturers of health-related wearable products; pharmaceutical companies or distributors; pharmacy benefit managers; and reagent manufacturers or sellers.*

After receiving the financial disclosure form and reaching a determination if reported relationships are relevant, MedChi's CME staff will determine if it is a resolvable or irresolvable COI. If it is an irresolvable COI, MedChi's CME staff will ask you to eliminate or replace that faculty/presenter, and ensure the new faculty have no relevant COI or follow steps to mitigate any resolvable COI.

If the COI is Resolvable:

- Presentation is reviewed by a nonconflicted reviewer to ensure it is fair, balanced, and free of commercial bias. This can be a planning committee member with no COI.
- Reviewers complete a Content Review Form (*CME staff will send form via email*)
- If content is determined to have commercial bias, lack of fair balance, or other issues related to the clinical content validation policies, the content in question will not be allowed to be presented until it is modified to ensure it is fair-balanced and unbiased.
- Re-reviewed by the appropriate assigned reviewer.
- Reviewer is added to list of financial disclosures on onsite materials.

Note: The ACCME restricts the inclusion of owners or employees of ineligible companies in CME activities as follows:

The use of employees of ACCME-defined ineligible companies as faculty and planners or in other roles where they are in a position to control the content of accredited CME is prohibited by ACCME, except in special-use cases where employees of ACCME-defined ineligible companies can have a specific, limited role in accredited CME activities:

1. When the content of the CME activity is not related to the business lines or products of their employer.
2. When the content of the accredited CME activity is limited to basic science research (e.g., pre-clinical research, drug discovery) or the processes/methodologies of research, themselves unrelated to a specific disease or compound/drug/product.

Note: Please keep this in mind when designing your program. Please contact MedChi's CME department if you think you might have an owner or employee of an ACCME defined ineligible company as part of your program at eboothe@medchi.org

Calculating CME credits

Calculate one credit for each hour of educational content. CME can be calculated by increments of .25 and breaks should not be included. For example, a session from 1:00-2:45 pm would equal 1.75 hours of CME. MedChi's CME department will review each agenda/online program and will make the final determination of CME credit hours for a given activity.

Concurrent Sessions

CME credit is calculated based on how much educational content one person can attend throughout the meeting. For example, if you have 3 concurrent sessions running from 1:00-3:30 an attendee will only be able to attend one track at a time and will earn 2.5 hours of CME even though you have 7.5 hours of education available.

Note: Fees for activities are based on total hours of education available, not on the total CME credit designated for the meeting. In the situation above the fee would be based on 7.5 hours of education available.

CME Requirements for Marketing Materials

MedChi's CME department must approve all marketing materials before they are printed or published online. Designation statement must appear on all promotional and program materials. The Designation Statement (without any deviations) is as follows:

CME Certificate for Attendees

CME certificates for participants will be the responsibility of the contracting client. MedChi's CME department will provide templates to clients. Distribution of certificates is at the discretion of the client, but official credit will not be granted to participants until after review of post event participant data. Additional services, including MedChi's CME department generating and distributing certificates, are available for a negotiable fee.

Activity Follow-up Report

The follow-up report must be submitted in CEMS **within 60 days** after the activity or before additional applications for joint providership are submitted (if submitted in less than 60 days). You must submit a breakdown by physician/non-physicians' status. You will also need to submit a participant list with the report.

MedChi’s Activity Accreditation Fees

Our fee structure includes a \$1,000 activity application fee to cover the administrative costs associated with maintaining the CME accreditation process. The fee per CME credit amount is reflected in the tables below.

Application Review and Approval (per activity)	\$1000	Fee for reviewing and approving each CME activity submitted.
Credit Hour Designation (per credit hour)	\$250	Charged per AMA PRA Category 1 Credit™ hour awarded.
Late Submission or Rush Review Fee	\$250	Optional fee for expedited processing within 2 weeks of activity
Certificate Issuance (optional)	\$5 – \$20 per certificate	For printing or digital delivery of CME certificates to participants.

Notes:

- Fees may vary by accrediting body (e.g., ACCME, state medical societies) and provider policies.
- AMA PRA Category 1 Credit™ designation must follow AMA guidelines, including use of the official credit statement and documentation protocols.