

## Process for CME Certification

\*Access appropriate documents at  
<http://meded.beaumont.edu/cme-resources-planning-forms>

CME Website  
Section\*

**1**

6-9+  
MONTHS  
PRIOR

Contact the Department of CME prior to planning and begin reviewing CME Policies

See 'Policies'

**2**

4-6+  
MONTHS  
PRIOR

**Complete the CME Application and Planning Document\***

*Required for all activities requesting CME credit. A projected budget listing anticipated expenses and income AND a detailed agenda listing times, topics, and presenters are required.*

*\*Submissions received less than 12 weeks prior to the activity date may result in an additional CME "Rush" fee.*

See  
'Application'

**Begin contacting faculty**

*An optional letter and form is provided to assist you with informing faculty regarding guidelines for compliance as well as deadlines for material submissions.*

See  
'Faculty &  
COI'

**Obtain disclosures from all planning committee members**

*Disclosures can be completed online or via paper form. The form must be completed by all individuals in a position to control content (planner, speaker, author, moderator, etc.).*

See  
'Faculty &  
COI'

**3**

3+  
MONTHS  
PRIOR

**Submit CME application materials and receive preliminary CME approval from the Department of CME**

*Planning documents and supporting materials should be sent to CME **no less than 8 weeks prior (for internal Beaumont audiences only) or 12 weeks prior (for local, regional, national, or international audiences) to the date of the activity\*** (4+ months preferred). The preliminary approval process takes approximately 3 to 10 business days depending on the completeness of the application materials.*

*\*\*\*An application must be submitted and approved before any event advertisement/ marketing materials are designed/printed/distributed.*

**Begin marketing your event**

*CME must review and approve all marketing materials prior to printing and/or distribution to ensure compliance.*

*\*\*\*All advertisement/marketing materials must be reviewed and approved by the CME department before printing and distribution. No mention of CME credits can be made on marketing materials unless official CME approval has been provided by the CME department (one cannot state that CME credit is pending or being applied for or other similar language).*

See  
'Marketing  
Tools'

**5**

3+  
MONTHS  
PRIOR

**Begin seeking promotional exhibitors (live in-person meetings only) and applying for educational grants (if applicable)**

*Pharmaceutical and medical device manufactures can provide financial support for CME-certified activities through educational grants. They cannot be involved with any planning, including identification or selection of speakers, topics, etc. You can arrange for promotional exhibit space at your meeting. Note, an exhibit fee must be charged to all exhibitors and the exhibit space must remain separate from the educational space.*

*All grant letters of agreement must be signed by the Department of CME on behalf of William Beaumont Hospital.*

See 'Grants &  
Exhibits'

## Process for CME Certification

6

4-6  
WEEKS  
PRIOR

### Obtain remaining speaker/faculty disclosures and resolve potential conflicts of interest

Disclosures can be completed online or via paper form. The form must be completed by all remaining individuals in a position to control content (speaker, moderator, etc.).

Individuals who have identified any financial relationships on their CME disclosure form must have their potential COI resolved prior to the activity. The primary method to resolve COI includes emailing all slides to CME for prospective review and approval.

See  
'Faculty &  
COI'

7

### Prepare meeting materials/content

*CME must review and approve all materials to be distributed to participants to ensure compliance.* Meeting materials must be educational in nature and not promotion of a specific product or service.

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COMPLETED  
BY THE CME  
DEPARTMENT

### CME Handout for Meeting Syllabus

The CME department will create the CME Handout for you. All information on this document is required per ACCME Standards and Beaumont policies. *Meeting participants must be provided with this document/ information at the start of the activity.*

### Online Evaluation and Certificate Process

Evaluations are developed by the Department of CME using Survey Monkey online technology. CME certificates are issued online and data is automatically recorded in our CME database. Learners can print their own individual activity certificate or a transcript of all Beaumont CME events they've attended for a date range. View a sample process at: <https://www.surveymonkey.com/s/1046>. Additional evaluation questions can be added upon request

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WEB  
ACTIVITIES  
ONLY

### Develop post-activity assessment questions/process

An assessment of the learner that measures achievement of the activity with an established minimum performance level must be incorporated into the activity. The CME Department utilizes a post-test module to meet this requirement. The Department seeking credit must provide CME with appropriate questions and answer responses for programming into the module

See 'Faculty  
Letter  
Template'

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WEB  
ACTIVITIES  
ONLY

### Identify appropriate bibliographic sources

The American Medical Association requires that all online activity provide learners with access to appropriate bibliographic sources to allow for further study. This can be done by providing references throughout the presentation or through a comprehensive reference list at the end of the presentation.

## Post-Conference Requirements

Following the conference, please provide your assigned CME Coordinator with the following:

### **Due within 3 business days following the conference:**

1. All on-site registration payments and forms collected (CME will deposit and include with the fee transfer). *\*\*\*This step only applies if the CME Department managed the registration for your event.*
2. Completed sign-in sheets
3. Any supplemental handouts distributed to participants

### **Due within 30 business days following the conference:**

4. Final budget detailing actual expenses (due within 30 days)
5. Copy of all exhibit and/or grant checks (if applicable)