

Process for CME Certification of Enduring Materials

**Access appropriate documents at <http://meded.beaumont.edu/medical-education/continuing-medical-education/resources-tools/planning-forms/>*

CME Website
Section*

1

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

See 'Policies'

2

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 topics and presenters are required.

See
'Application'

**Submissions received less than 4 weeks prior to the activity "launch" date may result in an additional CME "Rush" fee.*

Obtain disclosures from all planning committee members and presenters

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.). 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'

3

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 6 weeks prior to the date of the activity***. 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.*

4

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

See 'Grants &
Exhibits'

5

Prepare meeting materials/content and provide to CME

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

6

CME Information

*The CME department will develop the required CME information for you. All information on this document is required per ACCME Standards and Beaumont policies. **Some information must be presented to learners prior to accessing the content and will be identified as such on the document provided to.***

7

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 &
COI'

Process for CME Certification of Enduring Materials

8

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.

9

Online Evaluation and Certificate Process

Evaluations are developed by the Department of CME using Qualtrics 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. Additional evaluation questions can be added upon request.

10

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'**

Additional Requirements

Within 30 business days following the launch of the enduring material, please provide your assigned CME Coordinator with the following:

1. Final budget detailing actual expenses (due within 30 days)
2. Copy of all grant checks (if applicable)