

## American Association for Clinical Chemistry, Inc.

### Guidelines and Checklist for Completing Application for AMA PRA Category 1 Credit™ (Continuing Medical Education)

#### What to Consider Before Submitting an Application

- Before submitting an application, be sure your activity is appropriate for CME (see below).

Per the Accreditation Council for Continuing Medical Education, continuing medical education (CME) activities “serve to maintain, develop, or increase the knowledge, skills, and professional performance and relationships that a physician uses to provide services for patients, the public, or the profession. The content of CME is that body of knowledge and skills generally recognized and accepted by the profession as within the basic medical sciences, the discipline of clinical medicine, and the provision of health care to the public”.

In addition, the activity contents may not be commercial in nature, and may not promote any company’s products and/or services.

#### Application Timeline

- If your activity is determined to be appropriate for CME, contact the AACC CME Officer as soon as (or before) planning for the activity has begun.
- The CME Officer will assign a member of the AACC CME Advisory Committee to serve as a liaison to the committee that is planning the activity. The role of the CME liaison is to be informed of the planning efforts and to ensure the activity meets the criteria for AMA PRA Category 1 Credit™.
- The CME Officer will explain the application guidelines and documents and where they can be found on the AACC website.
- Be sure to thoroughly review all of the guidelines and forms so that you can work out a schedule to submit the completed application by the deadline, which is 60 days before the start date of the activity.

Important Note: Your activity must be approved by the AACC CME Advisory Committee before any mention of AMA PRA Category 1 Credit™ (i.e., CME) can be made in promotional brochures and/or announcements for your activity. ***It is not permitted to say that an application for credit has been submitted.***

### **Application Submission**

- Submit the application and accompanying documents to the CME Officer by email ([ldunay@aacc.org](mailto:ldunay@aacc.org)).
- If submitting in hard copy, send two copies of the application and documents) to:  
Lisa Dunay - CME Officer  
AACC  
1850 K Street, NW, Suite 625  
Washington, DC 20006-2213

### **Application Review Process**

- Each application is reviewed by the AACC CME Advisory Committee, which determines whether or not the activity satisfies the criteria for AMA PRA Category 1 Credit™.
- Within 4-5 weeks of receiving a complete application, the CME Advisory Committee will have reached a decision. The decision will be approval, conditional approval, or a rejection. The CME Officer will notify the individual who submitted the application of the committee's decision.
- If the decision is a conditional approval, the CME Officer will ask the applicant to forward additional information so that the CME Advisory Committee can make a final decision. These materials must be submitted within one week of the request.
- If the activity is approved for credit, the CME Officer will notify the applicant and provide instructions on the next steps, listed below.
  - Prior to the activity, the CME Officer will provide the applicant with:
    - The accreditation language (and number of credits) to be inserted into the promotional announcements and/or brochures as well as the course materials.
    - Instructions on how to summarize the disclosure information, which must be provided to the attendees prior to or at the start of the activity
    - Instructions for the on-site administration of the evaluation form, rosters, and attendee participation certificates
  - After the activity (within 30 days of the activity), the applicant will send the following to the CME Officer:
    - completed evaluation forms and roster forms (if paper forms are used)
    - copy of materials distributed to the attendees, including the syllabus and the disclosure information
    - financial statement documenting the receipt and expenditure of commercial support funds (if funds were received for the activity).
- The evaluation results will be tabulated by AACC staff, and a summary report will be sent by email to the person who submitted the application.

### **Application Fee Schedule**

- The application fee is a sliding-scale amount, based on the number of presentations given in an activity.

Number of presentations	Application Fee*
1-3	\$400
4-10	\$625
11-20	\$1,200
>20	\$1,200 for first 20 presentations, then \$975 per subsequent 20 presentations

\*Fees are subject to change.

### Additional Information

- Programs approved for CME credit are automatically approved for ACCENT<sup>®</sup> credit as well; therefore, a separate application requesting ACCENT<sup>®</sup> credit is not necessary.
- If any assistance is needed in completing the application, please call the CME Officer at 1-800-892-1400 ext. 1705 or 202/835-8705, or send an email to [ldunay@aacc.org](mailto:ldunay@aacc.org).

### Checklist for Completing the Application and Accompanying Forms

Use the checklist below to ensure all elements of the application are completed:

#### Essential 1: Purpose and Mission

- \_\_\_\_\_ Level of Content (see **Glossary** below for definitions)
- \_\_\_\_\_ Target or Intended Audience (i.e., “Who Should Attend”)
- \_\_\_\_\_ Activity Purpose (Mission and Objectives)

#### Essential 2: Educational Planning and Evaluation

- \_\_\_\_\_ Planning Group (Purpose and Member Names)
- \_\_\_\_\_ Needs Assessment Resources (Tools for Identifying Educational Needs)
- \_\_\_\_\_ Learning Objectives (What Learners will be able to do after the Activity)
- \_\_\_\_\_ Instructional Methods and Materials
- \_\_\_\_\_ Program Brochure with Schedule
- \_\_\_\_\_ Evaluation of Activity Effectiveness (Evaluation Tool to be used)

#### Essential 3: Administration

- \_\_\_\_\_ Activity Revenue Sources and Publicity
- \_\_\_\_\_ Attendance-Recording Mechanism
- \_\_\_\_\_ Commercial Support Terms and Agreement Form (for Contributors)
- \_\_\_\_\_ Documentation of Receipt and Expenditure of Commercial Support
- \_\_\_\_\_ Disclosure Form (Completed by Planning Members and Faculty)
- \_\_\_\_\_ Explanation of Conflict of Interest Resolution (if applicable)
- \_\_\_\_\_ Faculty Presentation Requirements (Correspondence to Faculty)

## Glossary

Level of Content:	<p><u>Basic</u> - introductory content appropriate for participants who lack previous training or experience in the subject, or whose previous experience or training is minimal.</p> <p><u>Intermediate</u> - requires knowledge of the basic theory applicable to the general subjects, and some prior training and education in the subject.</p> <p><u>Advanced</u> – specialized content appropriate for those with working knowledge of current theory and practice who wish to refine their skills or to learn the newest principles and techniques.</p>
Sponsor, Provider:	<p>an organization that is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to present CME activities. An accredited sponsor/provider is responsible for ensuring that its CME activities are in compliance with the ACCME Essential Areas and Elements.</p>
Co-Sponsor:	<p>an organization that is accredited by the ACCME to present CME activities and that is involved with another accredited organization in presenting a CME activity. When an activity is presented by two or more ACCME-accredited organizations, one of the organizations must take responsibility for ensuring that the activity is in compliance with the ACCME Essential Areas and Elements. The appropriate accreditation statement must be used to indicate that the activity is presented through a co- sponsorship.</p>
Joint Sponsor:	<p>when an organization that is not accredited by the ACCME presents a CME activity with an accredited provider, the non-ACCME accredited organization is the joint sponsor. The accredited organization must take responsibility for ensuring that the CME activity is in compliance with the ACCME Essential Areas and Elements. The appropriate accreditation statement must be used to indicate that the activity is presented through a joint sponsorship.</p>
Supporter:	<p>commercial or other contributor(s) providing support to a CME activity by means of an educational grant or in-kind services. These contributors are not to be referred to as “sponsors.”</p>