Guidelines, Fees, and Checklist for Application of AMA PRA Category 1 Credit™
(Continuing Medical Education Credits)

CME Activity Requirements
Before submitting an application, review the criteria below required for CME activities:

- 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.

- The activity must be designed to fulfill educational needs that underlie professional practice gaps identified for the target audience of physicians.

- The activity contents must provide a balanced view of therapeutic options and promote improvements in health care.

- The activity may not be commercial in nature, and may not promote the proprietary interests of any commercial interest or its products/services/business lines (see glossary below for definition of a commercial interest).

- Individuals employed by a commercial interest are not permitted to have any role in the planning, development and/or implementation of the activity (i.e., planning committee members, moderators, speakers, authors, etc.) unless it can be demonstrated that the individual(s):
  1. Will not control or present contents about products/services/business lines sold by the company with which they are employed.
  2. Will not control of present contents related to the products/services/business lines of the company with which they are employed.
  3. Will control or present contents about the science of discovery, physiology, methodology, or quality concepts but not the application of that science to patient care.

See glossary below for definition of a commercial interest. If a commercial interest employee will have a role in a CME activity, you must contact AACC’s CME Officer immediately for further instructions.

Application Timeline
- If the activity is determined to be appropriate for CME, contact the AACC CME Officer before planning for the activity has begun. The CME Officer will explain the application process, ACCME criteria, and where the application documents can be located 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.

- The complete application (and accompanying forms) are due no later than 60 days before the start date of the activity. Late applications will not be accepted.

November 2017
Important! The 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 the activity. It is not permitted to say that an application for credit has been submitted.

Application Submission
- No later than 60 days before the start date of the activity, submit the application and accompanying documents to the CME Officer by email (ldunay@aacc.org).
- To contact the CME Officer, call 1-800-892-1400 ext. 8705 or 202/835-8705, or send an email to ldunay@aacc.org.

Application Review Process
- Each application is reviewed by the AACC CME Advisory Committee, which determines whether or not the activity is in compliance with all of the ACCME 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 applicant 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.

Actions for Approved Applications
- If the activity is approved for credit, the CME Officer will notify the applicant and provide instructions on the next steps, which are 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 program 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 acknowledgement of commercial support
  - Instructions for administering the evaluation form and participation certificates

- After the activity (within 30 days of the activity), the applicant must send the following to the CME Officer:
  1. copy of materials distributed to the attendees, including the syllabus and the disclosure information
  2. number of attendees (number of physicians and total number of participants)
  3. 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 applicant (if the AACC standard evaluation system is used).

Application Fee Schedule
- The application fee is a sliding-scale amount, based on the number of presentations in the activity.

November 2017
<table>
<thead>
<tr>
<th>Number of presentations</th>
<th>2018 Fees (AACC and affiliated orgs., i.e., AACC local sections and divisions)</th>
<th>2018 Fees (outside organizations)*</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-3</td>
<td>$605</td>
<td>$910</td>
</tr>
<tr>
<td>4-10</td>
<td>$1,175</td>
<td>$1,765</td>
</tr>
<tr>
<td>11-20</td>
<td>$1,810</td>
<td>$2,715</td>
</tr>
<tr>
<td>&gt;20</td>
<td>$1,810 for first 20 presentations, then $1,475 per subsequent 20 presentations</td>
<td>$2,715 for first 20 presentations, then $2,215 per subsequent 20 presentations</td>
</tr>
</tbody>
</table>

*AACC participates in joint providerships with external groups on a case-by-case basis. For further information, contact Lisa Dunay, CME Officer, at ldunay@aacc.org

Additional Accreditation Provided

- Programs approved for CME credit are automatically approved for ACCENT® credit as well; therefore, a separate application requesting ACCENT® credit is not necessary.

Checklist for Completing the Application and Accompanying Forms

The application guidelines and all forms are located at:
http://www.aacc.org/development/accre_program/CME/Pages/default.aspx#

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 (Objectives and Impact on Physician Learners)

Essential 2: Educational Planning and Evaluation

_______ Planning Group (Purpose, Goals, and Member Names and Affiliations)
_______ Competency Areas to be Impacted
_______ Professional Practice Gap(s) Description
_______ Tools Used to Identify Professional Practice Gap
_______ Learning Objectives (How Learners Can Use the information after the Activity), i.e., How Learner Behavior Will Change to bridge the gaps
_______ Educational Format
_______ Instructional Methods
_______ Detailed Activity Schedule (Description or Abstract for each presentation and speaker name/affiliation)
_______ Evaluation of Activity and Impact on Learner (Evaluation Tool to be used)

Essential 3: Administration

_______ Activity Revenue Sources
_______ Attendance-Recording Mechanism
_______ Commercial Support Agreement Form (Completed and Signed by Supporting Companies and Provider)
_______ Documentation of Receipt and Expenditure of Commercial Support
_______ List of all individuals in a position to control the contents of the CME activity and each person’s role in the CME activity
_______ Disclosure Form (Completed by all individuals in list referenced above)

November 2017
Demonstration that all Identified Conflicts of Interest are Resolved
Content Validation, Prevention of Commercial Bias, and Requirements for Employees of Commercial Interests (if they are being permitted to have a role in the CME activity)
Documentation of Reimbursement, Honorarium, Other Payment Info Sent to Faculty

Glossary of Terms

Commercial Interest: A commercial interest is any entity producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on, patients. Providers of clinical services given directly to patients are not considered to be commercial interests unless the clinical service provider is owned or controlled by a commercial interest.

Within the context of this definition and limitation, the following types of organizations are not commercial interests:
- 501-C non-profit organizations
- Government organizations
- Non-health care related companies
- Liability insurance providers and health insurance providers
- Group medical practices
- For-profit hospitals, rehabilitation centers, and nursing homes
- Blood banks
- Diagnostic laboratories*

*A diagnostic laboratory is not considered to be a commercial interest if its business is limited to the provision of diagnostic services that provide clinical results or information to healthcare professionals for their treatment of patients.

A diagnostic laboratory is considered to be a commercial interest if it produces, markets, distributes, or re-sells proprietary diagnostic products or devices to other entities or individuals, such as other laboratories, clinics, clinicians, or patients for the provision of clinical service—for example, providing on-site or in-home clinical results.

A diagnostic laboratory that is owned or controlled by a commercial interest is considered to be a commercial interest.

Commercial Support: Financial or in-kind support provided by a company in support of a CME activity (also referred to as an educational grant). Generally, this support is used to offset the costs of conducting the activity. The term “sponsor” must not to be used to refer to companies that provide commercial support. Instead, the term “supporter” should be used, e.g., “This educational activity is supported, in part, by an educational grant from XYZ company.”
Exhibitor fees collected from companies to participate as exhibitors are not considered commercial support.

**Level of Content:**

- **Basic** - introductory content appropriate for participants who lack previous training or experience in the subject, or whose previous experience or training is minimal.

- **Intermediate** - requires knowledge of the basic theory applicable to the general subjects, and some prior training and education in the subject.

- **Advanced** – 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.

**Provider:**

An organization that is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to present CME activities. Accredited providers are responsible for ensuring that CME activities comply with ACCME criteria.

**Joint Provider:**

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 provider. 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 providership.