**What You Need to Know Before Applying for CME**

Thank you for your interest in offering a Continuing Medical Education (CME) activity. All applications submitted for *AMA PRA Category Credit*™ are reviewed by the CME Staff. Applications must be complete, with all required documentation, for the application to be reviewed. It is strongly suggested that applications be submitted 3-9 months in advance of the activity date. ***Applications received less than 3 months prior will be accepted at the discretion of the CME Program and may be subject to late fees.***

Before beginning an application, please contact the following CME staff member(s):

For all activity types: Lynn Hancock; [Lynn.Hancock@umassmed.edu](mailto:Lynn.Hancock@umassmed.edu) or   
Denise Leary; [Denise.Leary@umassmed.edu](mailto:Denise.Leary@umassmed.edu)

For a RSS’S (grand rounds): Lynn Hancock; [Lynn.Hancock@umassmed.edu](mailto:Lynn.Hancock@umassmed.edu)

1. Please review the blank Application Form [here](https://umassmedcme.cloud-cme.com/application). Note this is for informational purposes only.

2. Be prepared to attach the following documents as part of the application:

· Activity Agenda – [template here](../Forms/Agenda%20Template.xlsx)

· Budget Estimate – [template here](../Forms/Income%20and%20Expense%20Budget%20Template.xlsx)

· Practice gap/Needs Assessment documentation from at least 2 sources

· Planning Committee and Faculty Listing including academic and clinical appointments

· Marketing and publicity samples, if available

· List of prospective sources of commercial support, if applicable

3. The Application must be completed online and is found here:   
 <https://umassmedcme.cloud-cme.com/application>

· Click on “New Application” to begin.

· You may close out of the application and return to make edits at any time, as long as you fill out all the required (red boxed) questions in that section.

· Hit “Save and Continue” at the end of each section to proceed to the next section.

· Once finished with the application, click the “Submit to Review” button on your application screen.

4. Disclosure Forms:

· After including the activity director, planning committee members, and presenters on the application, each will receive an email requesting him/her to complete an online disclosure form. If there is an online disclosure already in the system, the course coordinator will need to confirm with the presenter that the disclosure is accurate and up to date.

· Disclosure forms are completed directly online.

5. Administrative Fees:

· Please discuss fees with your designated CME staff member. See above.

All CME educational activities must be developed and presented in compliance with the Accreditation Council for Continuing Medical Education (ACCME) accreditation requirements, the requirements of the American Medical Association (AMA) Physician Recognition Award (PRA) program and the UMass Chan - OCME Policies.

**CME Application Approval Process:** UMass Chan Medical School-OCME certifies several activity types, developed both internally (directly provided) and in conjunction with external partners (joint providership). Activities require submission and approval of a CME application, to be able to award credit, in addition to identifying and mitigating conflicts of interest with planners and speakers and evaluating the impact of the activity on learner competence, performance and/or patient outcomes.

Each application is reviewed by OCME staff for approval, we typically meet on a weekly basis to review applications.  An OCME staff member will notify the activity director and/or activity administrator(s) of the application status in writing within 10 days of the review decision.  
  
We ask that credit **NOT** be promoted for your activity until approval is received from OCME, nor statements such as “CME has been applied for”.  It is important, therefore, that you submit your application in a manner that allows it not only to be certified prior to the start date of the activity, but also with enough time to promote your activity that includes the appropriate accreditation language (at least 3 months prior to activity).  
  
For an application to be considered for approval we require that the activity be designed to change competence and/or performance, and that the activity is intended to address a documented or factually-based practice gap. A gap in practice is described as the difference between current practice and desired, optimal practice, and can apply to any aspect of a learner's current profession, including clinical care, research, teaching, administration, or leadership.

**Activity Types:**

**Live Course**: An activity where the learner participates in person at a specific date/time. (Examples: annual meeting, conference, seminar). – *Note: Agenda with speakers, topics, times must be provided.*

**Regularly Scheduled Series (Internal Only):***Regularly scheduled series* is a live activity planned as a series with multiple, ongoing sessions, e.g., offered weekly, monthly, or quarterly. An RSS is primarily planned by and presented to the accredited organization's professional staff and generally targets the same audience over the whole series. Examples include grand rounds, tumor boards, and morbidity and mortality conferences.

**Internet Live**: An online course only available at a certain time on a certain date and is only available in real- time. (Examples: livestream, webcast, webinar, Zoom, WebEx, etc.) *Note: Agenda with speakers, topics, times must be provided.*

**Internet Activity (Enduring Material):**  An *internet enduring material*activity is available when the learner chooses to complete it.  It is “enduring,” meaning that there is not just one time on one day to participate in it.  Rather, the learner determines when he/she participates. (Examples: online interactive educational module, recorded presentation, podcast.)  
  
**Enduring Materials Internet**: An online activity where the content is available for the learner to complete at a time and place of the learner’s choosing. The content can be accessed at any point during the lifespan of the activity and there is no specific time designated for participation.*(Examples include online interactive educational modules, recorded presentations, podcasts.)*

**Enduring Material(s)**: A printed, recorded, or computer-presented activity that endures over a specified time and does not have a specific time or location designated for participation; rather, the participant determines whether and when to complete the activity.

**Performance Improvement:** *Performance improvement* activities are based on a learner’s participation in a project established and/or guided by a provider in which a learner identifies an educational need through a measure of his/her performance in practice, engages in educational experiences to meet the need, integrates learning into patient care and then re-evaluates his/her performance.

For your activity to be considered for providership, a CME application must be submitted to our office at least three months prior to the planned activity.   
  
For more information, please contact the Office of Continuing Medical Education at continuing.education@umassmed.edu or at 508-856-3041.