



### CME ACCREDITATION PROCESS & FEES

The Michigan State University College of Osteopathic Medicine, Department of Continuing Medical Education (MSUCOM CME) has successfully fulfilled accreditation requirements set forth by the American Osteopathic Association (AOA) to provide AOA Category 1-A credit and the Accreditation Council for Continuing Medical Education (ACCME) to provide AMA PRA Category PRA Category 1 credit. We are one of very few providers in the country that maintains dual accreditation with both the AOA and the ACCME.

The following services are offered:

- Direct Providership – Activities that are planned and implemented by Michigan State University Continuing Medical Education.
- Co-Providership – Activities in which MSU CME cooperates with one or more other accredited organizations to plan and execute an event. In this case, both organizations will need to be listed on any documents and marketing materials. However, one of the accredited providers must take responsibility for the activity in terms of accreditation requirements and reporting to the appropriate agencies.
- Joint Providership – Activities that are jointly provided by MSU CME and a non-accredited organization.

#### CME Accreditation Fees

One Day Live activities:	\$750*
2 Day Live activities:	\$1000*
2+ Days Live activities:	\$1,250*
Enduring Materials	\$2,000
Regularly Scheduled Series (RSS)	\$1,500 per year – DO <u>and</u> MD Accreditation
i.e. Grand Rounds, Tumor Boards, etc.	\$1,250 per year – DO <u>or</u> MD Accreditation only
GME Programs:	\$750 for 1-12 programs per year

*\*\*Not to exceed \$5,000 in a calendar year\*\**

\*20% fee reduction for MSUCOM Departments

**Series-Type activities:** for the purposes of this fee schedule, a series is the same activity held multiple times (and possibly locations) within one calendar year. Joint Providership fees remain in effect for each instance of the activity.



## CME Accreditation Process

**1**

6 – 9+  
MONTHS  
PRIOR

**Complete the MSU CME Pre-Application electronically.**

*A detailed agenda listing times, topics, and presenters will be required.*

*You will be emailed the full application upon review and approval of the pre-application.*

Request  
[‘CME Pre-Application’](#)

**2**

4 – 6+  
MONTHS  
PRIOR

**Complete the MSU CME Application**

*Required for all activities requesting CME credit.*

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

**Obtain Disclosure Forms from all planning committee members**

*This electronic form must be completed by all individuals in a position to control content  
(planner, speaker, author, moderator, etc.).*

See  
[‘Disclosure Form’](#)

**Begin to obtain Speaker Information Forms with completed needs assessments and disclosure forms from all faculty who will be participating in the educational event.**

*A signed disclosure is good for one year on file with MSU – please use this [link](#) to see if we have a disclosure on file for your speaker already and if there is a conflict that needs to be resolved (see step 6).*

See  
[‘Speaker Information Form’](#)  
and  
[‘Disclosure Form’](#)

**3**

3+  
MONTHS  
PRIOR

**Submit CME application materials and receive preliminary approval from the MSU CME Office.**

*Planning documents and supporting materials should be submitted to the office **no less than 8 weeks prior to the date of the activity**. The preliminary approval process takes approximately 10 – 15 business days depending on the completeness of the application materials.*

**4**

3+  
MONTHS  
PRIOR

**Begin marketing your event**

*The CME Office 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 office before printing and distribution. No mention of CME credits can be made on marketing materials unless official approval has been provided by the CME office (you cannot state that CME credit is pending or being applied for).*

**5**

3+  
MONTHS  
PRIOR

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

*Pharmaceutical and medical device manufacturers 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.*

See  
[‘Letter of Agreement’](#)  
and  
[‘Hold Harmless for Exhibitors’](#)

*All grant letters of agreement must be signed by the MSUCOM CME Office.*

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**6**

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

The form must be completed by all remaining individuals in a position to control content (speaker, moderator, etc.).

See  
[‘Disclosure Form’](#)  
and  
[‘Conflict of Interest Resolution’](#)

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 the CME office for prospective review and approval.

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**7**

**Prepare meeting materials/content**

*The Activity Director 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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**8**

**CME Activity Form for Syllabus**

*The CME office will create the CME Activity Form for you. All information on this document is required per ACCME Standards and MSU policies. Activity participants must be provided with this document/information at the start of the activity.*

**Evaluation, Certificate, Outcome Measure Survey Process**

*All activities require participants to fill out an evaluation (immediately following the activity), and an Outcome Measure Survey (within 30 days for AOA Category 1-A and within 90 for AMA PRA Category 1 CME).*

*Certificates for participants in attendance is mandatory and must include the accreditation statement(s) from the MSU CME Office.*

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## Post-Activity Requirements

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

1. Final copy of CME agenda/brochure.
2. Signed Attestation Forms (AOA Credit).
3. Completed sign-in sheets.
4. Any supplemental handouts distributed to participants.
5. A copy of the program evaluation document and the total number of evaluation documents returned by activity registrants. Provide two copies of the program evaluation documents that were returned by activity attendees and a completed summary.
6. A statement reflecting the distribution of program evaluation documents.
7. The budget for entire program.
8. Excel spreadsheet form of attendees (AOA Credit – Please see our [website](#) for this form).
9. Statement indicating the total number of registrants, and the number of attestation forms returned by participants (AOA Credit)
10. Policy statement on managing grievances relative to the returned program administration and evaluation document(s).
11. Mission Statement.
12. If the program was commercially supported, the following additional items are required:
  - A brief statement regarding all funding arrangements, include how funds received from commercial supporters were expended, how speakers were paid, etc.
13. A statement indicating how disclosure of potential conflicts of interest regarding each speaker was given to the participants.

### **Due within 30 – 45 business days following the activity:**

14. A copy of the program outcome measure survey and the total number of outcomes result surveys returned by activity participants. Provide two copies of the outcomes documents that were returned by activity participants as well as a completed summary.