



Accreditation Application Process:

1. **Educational Planning Process** – This planning tool is designed to guide you through the educational planning process and facilitate the collection of information required to complete the accreditation application.

CME activities are meant to foster the continuing professional development of physicians and other health care professionals. The activity must address educational needs defined by at least one professional practice gap (the difference between current practice and optimal practice) with the intent of changing physician competence, performance and/or patient outcomes.

Effective design of the CME activity requires understanding the professional practice gaps, which need to be addressed, specific measurable learning objectives to bridge the gaps, and meaningful evaluation to demonstrate the resulting practice improvements.

The following educational planning content is required during the application process:

- Practice gaps
- Needs assessment data
- Educational objectives
- Desired outcomes
- Evaluation methods

Effective design of the CME activity requires understanding the professional practice gaps, which need to be addressed, specific measurable learning objectives to bridge the gaps, and meaningful evaluation to demonstrate the resulting practice improvements. This tool will assist you in a needs assessment to identify practice gaps.

For the “Educational Planning Tool”, please visit http://cme.ucsd.edu/accred_planning.html to perform your educational planning process.

2. **Accreditation Application and Approval** – This application is the mechanism used to apply for CME credit and is required for all activities. Please go to the UCSD School of Medicine CME website at <http://cme.ucsd.edu>, click on the Accreditation tab, then click on the type of educational activity (LIVE, RSS, or ENDURING).

Read through the Process & Requirements, then click on the **“Submit Online Application”** to receive the application.

Along with the application, the following are required:

- Tentative schedule
- Tentative faculty list



- Conflict of Interest Disclosures for the Course Directors and Planning Committee Members/Staff. *Note: Disclosures from other speakers and staff participating may be collected at a later day but prior to the start of the activity.*

Who Needs to Disclose: All Persons in a position to influence or control content must complete a disclosure form disclosing any relevant financial relationships and how they plan to resolve that conflict or they will be disqualified from participation.

Disclosures may be collected through the following two methods:

- Paper format (RSS's only)
- UCSD Web-based Disclosure Database (LIVE, ENDURING, and RSS)

Disclosures are due no later than 4 weeks prior to LIVE activity.

The **Application Review Process** can take between 10-30 business days, depending on how complete your application is once submitted to the UCSD CME office. *Note: Applications are not forwarded to the CME Advisory Committee for review until all application materials are provided, including disclosures for Course Directors and Planning Committee Members/Staff.*

Once your application has been reviewed and approved by our advisory committee, you will receive a **formal approval letter** along with a packet from the CME office via email.

3. **Pre-Activity Documentation Requirements:**

- Collection and Review of Disclosures
- Marketing/Announcements
- Preparation of Sign-In Sheet(s)- *MD and Non-MD*
- Preparation of Disclosure Summary Form (optional)
- Preparation of Evaluation Form(s)
- Preparation of Certificates (if issuing at each session)
- Commercial Support (if applicable)

4. **On-site Activity Documentation Requirements:**

- Sign-in Sheet(s) – *MD and Non-MD*
- Disclosure Summary Form
- Evaluation Form(s) –
 - RSS: a minimum of five times per year and all sessions that have commercial support
 - LIVE and ENDURING: speaker and overall course
- Certificates (For RSS, this is optional and can be done at each activity or at the end of the year)



5. Post Activity or End-of-Year Reporting Requirements:

- Sign-in Sheets (For RSS's, 5 for each year)
- Disclosures
- Program/Schedule/Presenters
- Final Participant List (MD's and non-MD's)
- Evaluation Summary
- Outcomes Data (if applicable)
- List of Commercial Support (if applicable)
- Financial Reporting (if commercial support received)

Information of how to submit documentation to the UCSD School of Medicine CME office is included in your approval packet. The End-of-Year Reporting is due by **June 1** for previous fiscal year.

Note: Renewal applications are not reviewed and/or approved **until End-of-Year documentation has been submitted.**