

CE Accreditation Process

1

Complete the MHC CE Application .

Once the application is complete it will be sent to the IPCE Committee for approval.

6 – 9+
MONTHS
PRIOR

2

Additional Application Documents (Speaker form/CV/Disclosures) Required for all activities requesting CME credit.

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

4 – 6+
MONTHS
PRIOR

Obtain Disclosure Forms from all planning committee members

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

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

We will also need a CV or Biosketch from the speakers.

A signed disclosure is good for one year on file with MHC

3

Submit CME application materials and receive approval from the IPCE department.

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

3+
MONTHS
PRIOR

4

Begin marketing your event (Save the date/Brochure/Flyer)

The IPCE Department must review and approve all marketing materials prior to printing and/or distribution to ensure compliance.

3+
MONTHS
PRIOR

****All advertisement/marketing materials must be reviewed and approved by the IPCE Department before printing and distribution. No mention of CE credits can be made on marketing materials unless official approval has been provided by the IPCE Department (you cannot state that CE credit is pending or being applied for).*

5

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 CE-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.

3+
MONTHS
PRIOR

All exhibitor letters and grants of agreement must be signed by the IPCE Department.

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.).

**2+
MONTHS
PRIOR**

Individuals who have identified any financial relationships on their CE disclosure form must have their potential COI mitigated prior to the activity. The primary method to mitigate COI includes emailing all slides to the IPCE department for prospective review and approval.

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.

**1-2+
MONTHS PRIOR**

8

CE Activity Form for Syllabus

The IPCE department will create the CE Activity Flyer. All information on this document is required per Joint Accreditation Standards and MHC policies. Activity participants must be provided with this document/information at the start of the activity.

**MONTH OF
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). The activity code will be provided to the learners following the completion of the activity.

Certificates for participants in attendance is mandatory and must include the accreditation statement(s) from the IPCE department. These certificates will be available in CME Tracker prior to completion of the activity evaluation and attestation.

Due within 30 business days following the activity:

1. Final copy of CME agenda/brochure/Save the Date.
2. Completed sign-in sheets (Screen Shots are fine).
3. Any supplemental handouts distributed to participants.
4. The budget for entire program.
5. Invoice Exhibitors- Collect Exhibitor agreement
6. Excel spreadsheet form of attendees and speakers (AOA Credit).
7. 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.
8. Disclosure to Learners document (Include any Grant Verbiage if applicable)