

<p style="text-align: center;"><b>UNIVERSITY OF ILLINOIS AT CHICAGO</b></p> <p style="text-align: center;"><b>COLLEGE OF MEDICINE</b></p> <p style="text-align: center;"><b>Chicago, Illinois</b></p>	<p style="text-align: center;"><b>CONTINUING MEDICAL EDUCATION POLICY</b></p> <p style="text-align: center;"><b>ACTIVITY APPROVAL METHODOLOGY</b></p>	<p><b>Policy Number: 04</b> <b>Effective Date: July 6, 1995</b></p> <p><b>Reviewed: July 6, 2006</b></p>
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**ACTIVITY APPROVAL METHODOLOGY:**

Application content - Must address all the ACCME Essential Areas, Elements, and policies with emphasis on needs assessment, learner objectives, educational activities, relationship of objectives to the educational activities, selection of appropriate faculty, and program evaluation. There must be full disclosure of tuition, expense and income budgets, as well as funding sources.

A single application form will be maintained by the College Office for use by all regional sites for CME Category 1 applications. The form will be developed jointly by the regional site offices, reviewed by the regional site committees, and approved by the College Committee on CME.

Review Process - All activity proposals must be submitted by College departments and must be reviewed and signed by the Department Head. The only exceptions are activities which have been developed by the CME office, in which case, the Associate Dean will sign as the Activity Director. This is especially the case in interdisciplinary or inter-collegiate activities. Only complete applications will be reviewed. The Regional Site CME Offices will review applications for completeness. An application will be considered complete when it addresses all of the components of the application in a substantive manner (as well as a legible form).

Each Regional Site Committee will determine the specific steps for evaluation and recommendations for approval of individual activities. All reviews must include appropriate interactions with the activity's director and approval by the Regional Site CME Committee. The Committee as a whole may review the activity, with the activity director available for presentation or clarification. The Committee may have individual members do the in depth review with the activity director and present their findings to the entire committee.

Certification of activities will be done at the College Committee level through its Executive Committee. It is the responsibility of the Executive Committee to report on all certifications to the College Committee at its quarterly meetings.

Activities will be reviewed by the CME committee with consideration given as to the extent to which the proposed program meets the ACCME Essential Areas and policies as well as the appropriateness of the educational activities to meet the objectives of the activity, the selection and appropriateness of the faculty, and the use of evaluation techniques. A recommendation for approval must be made by the CME Committee in the originating regional site.

New activities may only be approved for one year (RSC's) or one time (courses).

Any enduring materials submitted for approval must meet all of the ACCME Essentials Areas and policies and the Standards for Commercial Support as they apply to enduring materials.

Repeat programs may be approved for up to a maximum of two years. No activity will receive approval without adequate review of the previous presentation's evaluation. Activities approved for more than one presentation or one cycle must submit completed evaluation summaries in order to maintain their certification.

The activity evaluation summaries submitted to the CME Office must include a statement of the conclusions of the evaluation and recommendations for change or modification of the program. It is expected that evaluations will serve as one element of further needs assessment.

All approvals must designate the activity as Category 1; the duration of the approval; the type of activity (RSC's or course); and the number of credit hours.

All CME activities submitted to the committee will be acted upon as quickly as possible; preferably at the next meeting of that group. Action may be to approve; to approve with contingencies (in which case the Associate Dean/Director will judge removal of the contingencies); to return without action to the originating department pending additional information; or to reject.

Final certification must be signed-off by the regional site committee chair and the Associate Dean/Director. The date of the sign-off will be the date of the Executive Committee meeting at which the certification occurred.

**The CME committees will not award Category 1 credit designations to activities developed by other organizations (for example, educational program packages which are received for use by UIC hospitals), unless there is involvement on the part of the sponsoring department. The department must review the material and take responsibility for its educational content.**

It is acknowledged that some proposals may be submitted too late for the normal procedure and will be acted upon in a timely way, including the use of Administrative Approval when necessary. Administrative approval may be given for cause. Administrative approval requires review and approval by the Chair of the regional site CME committee and two other members of the Executive Committee. The activity must still be submitted to the local site CME committee and the Executive Committee for information.