

<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 REPORTING</b></p>	<p><b>Policy Number: 05 Effective Date: July 6, 1995</b></p> <p><b>Reviewed: July 6, 2006</b></p>
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**ACTIVITY REPORTING:**

All CME-certified activities will be maintained in the Collegewide database. The College CME office will maintain a permanent file of all activities at all sites.

The actions of the Executive Committee will be part of the College Committee on CME records. These minutes and actions will be maintained in the College CME office and distributed monthly to the four sites.

All local site committees' minutes will be distributed to the other sites as part of its quarterly update to the College Committee on CME.

Each regional site will provide an annual report to the College CME Office at the end of the academic year.

These reports will be reviewed by the College Committee on Continuing Education in conjunction with the Mission Statement. This abbreviated self-study will take place annually.