

UNIVERSITY OF ILLINOIS AT CHICAGO COLLEGE OF MEDICINE Chicago, Illinois	CONTINUING MEDICAL EDUCATION POLICY VERIFICATION OF ATTENDANCE	Policy Number: 07 Effective Date: July 6, 1995 Reviewed: July 6, 2006
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DOCUMENTATION:

Only the Regional Site and College Offices of CME may issue official documentation of attendance for certified programs.

Letters of certification will be issued by the appropriate CME office upon receipt of registration and attendance verification by the sponsoring department.

Annual transcripts will be issued to all CME participants by the CME Offices. Transcripts will designate the total credits earned, as well as the number of credits earned by each RSC and course attended.

There may be Certificates issued to participants for attendance at individual activities.

Certificate and transcript format will be the same throughout the sites.

Certificate format:

- UIC COM designation
- Site designation
- Participant name and title
- Activity name
- Activity date(s)
- Activity location
- ACCME accreditation statement
- AMA Physician Recognition Award (PRA) credit statement with credits earned
- Site Associate Dean's signature and seal

Transcript format:

- UIC COM designation
- Site designation
- Participant name and title
- List of activities, code, and credits earned per activity
- Total credits earned
- ACCME accreditation statement
- AMA PRA credit statement with hours earned
- Site associate dean's signature seal