

CONTINUING MEDICAL EDUCATION POLICIES ON TRANSCRIPTS AND CERTIFICATES

TRANSCRIPTS

1. All CME participants receive an annual transcript documenting **all** UIC CME credit.
2. Those submitting CME certificates from other institutions will also have those activities included in their annual transcript.

CERTIFICATES:

1. Certificates are **not** issued for on-going activities such as Grand Rounds, Morbidity and Mortality, and Tumor Board. Annual transcripts will reflect attendance at these activities.
2. Certificates are issued for episodic, or one-time activities, only at the request of the activity director.

Certificates can be prepared in advance for distribution to those who registered ahead of time. Extra, blank certificates will be provided for last-minute registrants. This system allows for the efficient and timely distribution of certificates at the CME activity. Certificates may be “traded” for participant evaluation forms following the activity, greatly increasing the number of responses.

Please submit the attendance list to the CME office **at least 2 weeks before** the activity.

3. If not submitted in advance, attendance lists for courses should be submitted no later than two weeks following the activity. Lists submitted more than 1 month after the activity has taken place will not have certificates prepared for participants. The annual transcript will reflect participation in these activities.

If you have any questions, please call the CME office. Thank you for your cooperation.

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