

July 25, 2006

## Effective Immediately

TO:

FROM: David N. Mueller, CME Director

SUBJECT: Accreditation Process: Updated Changes for Regulatory Compliance

### **Category I CME Accreditation**

ACMEC is currently the only accredited provider of CME in Idaho that is willing to provide joint sponsorship. This role has provided an economic and staffing burden due to increased demand for CME simultaneous with expanding guidelines for accreditation. In response to this demand and to assure we do not put our accreditation at risk, ACMEC has developed a system of credit review that is consistent and standardized with time frames that allow ACMEC time for review and approval of compliance. To this end we have enclosed our application and narrative on the approval process. We will only accept completed applications, received not less than 30 days prior to the conference.

For non-ACMEC members, our application fee will be increased to \$100.00 for programs of two hours or more and \$30.00 for 1-2 hours. For ACMEC members there will be no charge but compliance with documentation and time lines must be adhered to.

Please review the application and note new requirements (in red) and time frames to allow for your own organizational planning needs.

## Suggested Timeline for CME Application

**90+ days**      **Request application packet.**

If an advanced mailing for your meeting is to be done you may use:  
“CME Applied For”.

**60-45 days**      Prior to meeting, provide completed application to ACMEC for review. ACMEC will review only completed applications and will provide designation of credit hours within 7 days. The credit designation statement can be published at that time.

### Post Conference

**14 days post conference**      Submit attendance list.  
Submit evaluations.

Meeting placed into the ACMEC database.

**\*NOTE:**      If attendance and evaluations are not provided within 30 days ACMEC will consider the conference incomplete and will not record credit.