


Sample CME Activity Process

Note: This process is optional and does not guarantee a TMA finding of compliance. It is intended as a guide to help you meet accreditation criteria, the *Standards for Integrity and Independence in Accredited Continuing Education*, and related CME policies. Forms referenced are available in the *Sample Forms for CME Accredited Providers* packet.

Activities **may not** be retroactively approved for credit. Accredited CME providers must not state that “AMA PRA Category 1 Credit™ “has been applied for” or any similar wording.

Step 1: Collect and Manage Financial Relationships

Standards 1.1-1.4, 3.1-3.4

Task	Documentation/Form
Collect financial disclosures from planners, faculty, authors, and others in control of content unless an exception applies. ⁱ	Collection of Financial Relationships Form (pp. 3–4) Individuals in Control of Content Table (p. 8) ⁱⁱ
Review disclosures to identify relevant financial relationships. ⁱⁱⁱ	
Exclude owners/employees of ineligible companies unless an exception applies. ^{iv}	
Mitigate relevant financial relationships before planning begins.	Mitigation Form (p. 5); Attestation (p. 6); Peer Review (p. 7)
<i>Notes:</i> Providers may accept verbal disclosure if documented. ^v	
 Resources	
<ul style="list-style-type: none">• ACCME Standards Toolkit• ACCME Standards for Integrity and Independence	

Step 2: Plan the CME Activity

Criteria: Educational Needs, Designed to Change, Appropriate Formats, Competencies, Standard 2.1

Task	Documentation/Form
Convene planning committee to identify gaps, needs, and objectives, desired outcomes, evaluation method, target audience, competencies, and income (if applicable).	CME Activity Development Planning Form (pp. 9–10) Planning notes/minutes
Confirm/collect other individuals in control of content. Repeat Step 1.	
<i>Note: The accredited provider must not share the names or contact information of learners with any ineligible company or its agents without the explicit consent of the individual learner. If you plan to share names, you may want to consider how you will obtain consent from learners as a part of your planning process.</i>	

Step 3: Communicate with Faculty

Standard 2.2

Task	Documentation/Form
Contact speakers/faculty with requirements and expectations.	Faculty Letter (p. 11)

Step 4: Secure Commercial Support and Manage Ancillary Activities (if applicable)

Standards 4.1–4.3; 5.1–5.3

Task	Documentation/Form
Contact potential commercial supporters; execute written agreements prior to the activity.	Letter of Agreement for Commercial Support (pp. 12–13)
Identify and confirm arrangements for all ancillary activities (including exhibits, advertising, and other activities offered in conjunction with accredited CE).	Exhibitor Agreement (p. 14)
Track income and expenses, including commercial support.	Income Statement (p. 21)

Resources

- [ACCME Standards](#)

Step 5: Prepare and Distribute Activity Materials

Standards 1, 2.2, 3.5, 4.4, Policy – Accreditation Statement, AMA Credit Designation Statement

Task	Documentation/Form
Develop promotional materials (title, objectives, methods, faculty, CME credit, accreditation statements, disclosures).	Publicity Flyer (p. 15)
Prepare written or verbal learner disclosures (financial relationships, mitigation statement, and commercial support acknowledgement).	Examples of Communicating Disclosure (p. 16); Verbal Disclosure (p. 17)
If applicable, prepare syllabus.	Copy of syllabus

Resources

- [AMA PRA Booklet](#)
- [TMA Accreditation Manual](#)

Step 6: Evaluate the Activity

Criteria: Analyzes Changes

Task	Documentation/Form
Design and implement evaluation process. Include a question measuring intended change in competence, performance, or patient outcomes.	Evaluation Form (p. 18); Sample Evaluation Questions (pp. 19–20)

Step 7: Recordkeeping and Reporting

Standards 4.1–4.3; 5.1, Policy – CME Attendance Records Retention

Task	Documentation/Form
Record attendance (# of physicians and non-physicians).	Attendance records
Finalize activity budget.	Income Statement (p. 21)
Complete PARS entry (Program and Activity Reporting System).	Online reporting

Resources

- [ACCME PARS Information](#)

ⁱ If any of the following statements apply to the education, you do not need to identify, mitigate, or disclose relevant financial relationships for this accredited continuing education:

- It will only address a non-clinical topic (e.g., leadership, communication, mindfulness training). For non-clinical topics, there is no opportunity for those in control of content to insert commercial bias toward the products and business lines—for example, medications, medical devices, or pharmaceuticals—of an ineligible company.
- It is for a learner group that is in control of the content entirely (e.g., spontaneous case conversations among peers such as team huddles, well-being check-ins, impromptu leadership-learning discussions). The exception does not apply to conferences or rounds that have set times and dates and have traditionally been planned as accredited CE. Activities such as regularly scheduled series, department rounds, morbidity and mortality rounds, and tumor boards do not fall under the exceptions.
- It is a self-directed educational activity where the learner will control their educational goals and report on changes that resulted (e.g., learning from teaching, remediation, or a personal development plan). When accredited providers serve as a source of information for the self-directed learner, they should direct learners only to resources and methods for learning that are not controlled by ineligible companies.

ⁱⁱ You can track the information for all individuals in control of content of the activity (and how you mitigated the relevant financial relationships) in the Individuals in Control of Content table.

ⁱⁱⁱ A financial relationship, in any amount, exists between the person in control of content and an ineligible company. The financial relationship existed during the past 24 months. The content of the education is related to the products of an ineligible company with whom the person has a financial relationship.

^{iv} (1) When the content of the activity is not related to the business lines or products of their employer/company. (2) When the content of the accredited activity is limited to basic science research, such as pre-clinical research and drug discovery, or the methodologies of research, they do not make care recommendations. (3) When they are participating as technicians to teach the safe and proper use of medical devices, and do not recommend whether or when a device is used.

^v Providers may accept verbal disclosure of financial information from those in control of content in accredited CE. Providers must be able to verify to the TMA that the individual was given the definition of an ineligible company and was informed that they must disclose all financial relationships with ineligible companies over the 24-month period prior to their involvement in accredited CE.