

Enduring Materials Guidelines

Enduring Materials are CME activities available on-demand (such as recorded lectures, podcasts, or online modules). Enduring Materials allow learners to complete activities anytime and anywhere. To qualify for CME credit, Enduring Materials must meet all ACCME standards and College of Medicine CME requirements.

What Counts as Enduring Material?

- Recorded or archived webinars
- Online videos or podcasts
- Slide decks or internet-based modules
- Audio or video recordings

Requirements for CME Approval

All Enduring Materials must:

- Be based on a documented educational gap and linked to desired outcomes (competence, performance, or patient outcomes)
- Be planned, reviewed, and maintained with the same rigor as live CME activities
- Have a course director and planning committee
- Complete a *Tilman J. Fertitta College of Medicine Continuing Medical Education Program Planning Form*
- Have approval of the Enduring Material by the Office of Continuing Medical Education and the Continuing Medical Education Committee

Required Elements

Enduring Materials must clearly display and/or include:

- Target audience and statement of need
- Learning objectives
- Faculty names and credentials
- Accreditation and credit designation statements (including Tilman J. Fertitta Family College of Medicine as provider)
- Disclosure of financial relationships for all planners, faculty, and reviewers, plus documentation of mitigation
- Media format (video, podcast, slides, etc.)
- Completion instructions and technical requirements
- Estimated time to complete (must match credit hours, e.g., 0.5 credit = 30 minutes)
- Release date, annual review date, and expiration date (2 years max)
- Post-test (with explanations for correct/incorrect answers)
- Passing score of 80% or higher to claim credit
- Evaluation form to measure learning and outcomes
- References/bibliography for further study

- Contact information for tech support, content questions, and Office of Continuing Medical Education

Accessibility & Compliance

- Enduring Materials must meet ADA accessibility standards (captions, alt text, screen reader compatibility)
- Copyright permissions must be secured for re-used content (e.g., graphs, charts)
- Faculty must complete Academic Material Release and Media Release forms for use of likeness/recordings
- Content must remain free from commercial influence (ACCME Standards for Integrity and Independence)

Review, Approval & Recordkeeping

- CME approval is valid for 3 years; activities must be reviewed annually and renewed at expiration
- If content becomes outdated and cannot be revised, it must be withdrawn
- When converting a live activity to enduring format, two separate CME applications are required
- The Office of Continuing Medical Education retains participation, disclosure, and evaluation records for a minimum of 10 years
- Average time to create one quality Enduring Material: 6–8 weeks

For Learners

To earn CME credit:

1. Review all activity information (objectives, disclosures, instructions).
2. Complete the full activity.
3. Score 80% or higher on the post-test.
4. Claim Credit and completed evaluation.
5. Download CME certificate.

For more detailed information on Enduring Materials, please refer to the following Office of Continuing Medical Education policy:

- Enduring Materials for Continuing Medical Education Activities

Questions?

Contact the Office of Continuing Medical Education at comcme@Central.uh.edu