

How to Initiate a CME Activity

The following steps outline the process for accrediting CME activities at the Tilman J. Fertitta Family College of Medicine. Please review all CME application materials thoroughly. Documents labeled must be completed, saved, and submitted via a single email to comcme@Central.UH.EDU. Avoid sending multiple emails; consolidate all completed documents into one submission.

Step 1: Engage with the Office of Continuing Medical Education Early in the Planning Process

Before organizing an educational activity intended for *AMA PRA Category 1 Credit™*, the Course Director and the Activity Coordinator should consult with the Fertitta College of Medicine Office of Continuing Medical Education. Engaging the Office early ensures alignment with accreditation standards and institutional policies.

Step 2: Submit the CME Application Form

The Course Director and/or the Activity Coordinator must complete and send the *Tilman J. Fertitta Family College of Medicine Continuing Medical Education Program Planning Form* to comcme@Central.UH.EDU at least three (3) months prior to the scheduled activity date for a Regularly Scheduled Series (RSS) or six (6) months in advance for a conference live activity or Enduring Materials. Submissions received less than three (3) or six (6) months in advance may not be approved in time for the activity. The Office of Continuing Medical Education will review the application for completeness and provide feedback within ten (10) business days. Upon receipt of the final application from the Course Director and/or the Activity Coordinator, the application will be submitted to the Continuing Medical Education Committee for its final review and approval.

Step 3: Complete Disclosure Processes

The Course Director, Activity Coordinator and Office of Continuing Medical Education will collaborate to ensure all activity planning committee members, speakers, reviewers, panelists, and authors complete and submit the required disclosure form. The Office of Continuing Medical Education will review each disclosure and address any potential conflicts of interest prior to the activity. For internet-based or enduring materials, all content must be reviewed and approved by the Office of Continuing Medical Education prior to release.

Step 4: Develop and Submit Promotional Materials

Prepare draft marketing materials—such as save-the-date cards, brochures, email announcements, and website content—and submit them to comcme@Central.UH.EDU prior to distribution for approval. Save-the-date and initial email announcements may only include the following information:

- Title of Activity
- Date of Activity
- Venue (virtual or physical address)
- Activity Sponsor
- Link for More Information

The Office of Continuing Medical Education will review and approve the materials within five (5) business days of receipt.

Step 5: Submit Educational Materials and Evaluations

Provide the Office of Continuing Medical Education with presentations, syllabuses, enduring materials, and evaluation forms. All required financial disclosure forms must be received by the Office before these materials are approved. Refer to the guidelines for required elements to ensure compliance. The Office of Continuing Medical Education will review and approve the materials accordingly.

Step 6: Accreditation Statement and Credit Designation

The Office of Continuing Medical Education will insert the appropriate accreditation and credit designation statement with the ACCME logo on the final promotional and educational materials upon approval of the activity by the Continuing Medical Education Committee. The material will be returned to the course director and activity coordinator for distribution and/or presentation. The disclosure slide for the presentation(s) will be completed by the Office of Continuing Medical Education and inserted as Slide 2 into the slide deck upon review and approval of the presentation. The appropriate accreditation and credit designation statement with the ACCME logo will be inserted at the bottom of the flyer and/or brochure and returned to the course director and activity coordinator for distribution.

Step 7: Claim for Credit and Post-Activity Documentation

Learners are expected to attest to their participation in the activity by signing in to CME Tracker, selecting Claim for Credit and completing the activity evaluation. An activity code will be provided to the Course Director and the Activity Coordinator to display at the activity's conclusion. Learners will have one (1) week to complete Claim for Credit. Physicians should only claim credit commensurate with their participation in the activity.

Within 14 days following the CME activity, submit the following to comcme@Central.UH.EDU:

- An electronic list of participants requesting CME credit
- Any completed sign-in sheets and/or Zoom or Teams reports for each day of the activity
- Two copies of all promotional materials, enduring materials, and syllabi
- A final budget report detailing all income and expenses

For more detailed information on Regularly Scheduled Series (RSS) and other live activities detail, please refer to the following Office of Continuing Medical Education policies:

- CME Education Planning and Evaluation
- CME Live Activities
- CME RSS
- Disclosure, Mitigation and Commercial Support in Continuing Medical Education

For further assistance or inquiries, please contact the Office of Continuing Medical Education at comcme@Central.UH.EDU.