

CE Credit Application

For Activities January 1 to July 31, 2020

About CME

The Office of Continuing Medical Education at Beaumont is approved by the Accreditation Council for Continuing Medical Education (ACCME) to provide *AMA PRA Category 1 Credit(s)*[™] to physicians and other healthcare providers, the American Osteopathic Association (AOA) to provide osteopathic continuing medical education for physicians, and the American Psychological Association (APA) to sponsor CE for psychologists.

The CME planning process is designed according to the Criteria for Accreditation of the ACCME, the Policies and Procedures of the AOA, and the Standards and Criteria of the APA.

For educational activities to be approved for *AMA PRA Category 1 Credits*[™], AOA Category 1-A, or APA CE Credits, this CME Application and supporting documents must be submitted to the Office of CME.

Your Role

The Beaumont Health department or external organization submitting this application is responsible for the planning, development, and implementation of the CME activity.

- ▶ All planning and decisions must be made without any influence from commercial interests.¹
- ▶ All course directors and planners are required to have a current Beaumont CME conflict of interest disclosure form completed before CME approval can be granted.
- ▶ If the course director has relevant financial relationships as identified on the CME conflict of interest form, there must be a planning committee with at least one planning member without relevant financial relationships involved; the non-conflicted planning member must be a clinician with expertise in the content being planned.

CME Process

A completed CME application and supporting documentation (agenda, budget) must be submitted according to the following timelines:

- ▶ For **Courses** targeting an **internal only audience** (Beaumont/OUWB employees and providers only): Submit the application and supporting documentation **6 weeks prior** to the event date
- ▶ For **Courses** targeting an **external audience**^{*}: Submit the application and supporting documentation **12 weeks prior** to the event date
- ▶ For **Regularly Scheduled Series**: Submit the application and supporting documentation at least **3 weeks prior** to the first date in which CME is requested
- ▶ For **Enduring Materials**^{*} (**on-Demand/online modules**): Submit the application and supporting documentation **4 weeks prior** to the anticipated release date

A Certification Fee may apply^{*} and is based on the type and length of activity, geographic reach of the target audience, optional services requested, and overall complexity of certification.

Applications submitted after the deadline may incur an additional rush fee or may be declined. Fees will be determined in advance and documented through a Compliance Services Agreement prior to CME approval.

All application documents must be submitted electronically to brooke.taylor@beaumont.edu (please submit documents in Word or Excel formats, not PDF format).

¹ **Commercial Interest:** Any entity producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on, patients.