

**AWARDING CONTINUING EDUCATION CREDITS OR UNITS**

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I. PURPOSE

The purpose of this guide is to establish uniform guidelines for continuing education activities sponsored by the Centers for Disease Control and Prevention (CDC)\* to ensure conformance with the standards of the accrediting organizations. This includes awarding:

- ! Continuing medical education credit/s (CME) to physicians in conformance with the certification by the American Council on Continuing Medical Education (ACCME). The number of CME is defined as the total number of learning hours. Fractions are to be rounded to the nearest hour.
- ! Continuing education unit/s (CEU) to course participants in conformance with the certification by the International Association for Continuing Education and Training (IACET). The number of CEU is defined as the total number of whole learning hours divided by ten.

II. SCOPE

The policies and procedures in this guide will be followed for CDC-sponsored or cosponsored training when CME or CEU are to be awarded by CDC. When CDC is cosponsoring training with another organization that is to award the CME or CEU, the sponsoring Center/Institute/Office (CIO) should follow the procedures of the cosponsor if it has been certified by the accrediting association.

\*References to CDC and to Center/Institute/Office also apply to ATSDR.

III. POLICY

The CDC and its CIOs sponsoring training for which CME or CEU are awarded will develop, implement, and evaluate a continuing education program and related training that will conform to the agreements with the accrediting associations, ACCME and IACET.

Completion of the training will be properly documented so that participants may receive full credit by their professional and licensing organizations. Continuing education credits or units may be awarded as follows:

- ! CME may be awarded when the participant enrolls in a training course, conference, seminar, or other activities and completes the requirements. Actual participation is to be documented for granting the appropriate CME. For a conference or other activity in which participation in specific sessions is elective or variable, the number of CME to be awarded depends on the physician's cumulative hours of participation as documented by the session evaluations completed by the participant. Therefore, CME for each session should be listed on the agenda by the respective session.
- ! CEU may be awarded when the participant enrolls in a training course and completes the course requirements. CEU cannot be granted for participation in conferences and seminars. Actual participation is to be documented for granting the appropriate CEU. An individual may not be awarded both CEU and academic credit.

Emphasis will be placed on documentation of activities for further evaluations:

- ! To assure that relevant effective activities are being conducted.
- ! To assure target group physicians and others that appropriate and creditable activities are available.
- ! To provide guidance to CDC and CIO staff in the preparation of learning activities.

IV. RESPONSIBILITIES AND PROCEDURES

The successful implementation of this program will require CIO training sponsors working together through the Continuing Medical Education Committee, composed of CIO physician representatives, and the Public Health Practice Program Office (PHPPO).

IV. RESPONSIBILITIES AND PROCEDURES (Continued)A. Public Health Practice Program Office

The Public Health Practice Program Office will:

- ! Provide overall management and ongoing administrative support of the program.
- ! Assist the CIOs in program implementation, including development of training activities to meet the standards of the accrediting associations.
- ! Organize and provide administrative support to the CDC Continuing Medical Education Committee particularly during its review of proposed training for awarding CME.
- ! Review proposed training for awarding CEU to determine that IACET requirements are met.
- ! Notify the sponsoring CIO of the reviewers' determination as to the training proposals meeting the standards of the accrediting associations.
- ! Serve as the CDC primary contact with the ACCME and the IACET for establishing and maintaining CDC's accreditation and providing required reports.
- ! Assess the CDC implementation of the ACCME and IACET agreements.
- ! Prepare annual CDC-wide summaries of CME and CEU training, identifying by category for each CIO the number of activities sponsored, total number of participants, total number of physicians attending and those awarded CME or total number of participants awarded CEU, and total number of CME or CEU awarded.
- ! Evaluate the program to determine whether program goals and objectives are being met, program management and operations are effective, and educational activities are properly designed, developed, implemented, and evaluated.

IV. RESPONSIBILITIES AND PROCEDURES (Continued)B. Centers/Institute/Offices

CIOs sponsoring continuing educational activities for awarding CME or CEU will:

- ! Implement the overall program within the organization.
- ! Designate a staff physician to serve on the CDC Continuing Medical Education Committee rotating assignments as appropriate.
- ! Use the ACCME and IACET guidelines\* to identify training needed; to plan, deliver, and evaluate the training; and to maintain records.
- ! Coordinate internal CIO approvals (policy, budget, etc.) for proposed training.
- ! Send to PHPPPO a request (Form CDC 0.1160)\* for approval of the proposed training (see Exhibit 1), allowing a minimum of 2 weeks for obtaining approval.
- ! Include required ACCME or IACET identification statements on proposed training materials (see Exhibit 2).
- ! Document and maintain records of CME or CEU activities, participants identification, and total number of CME or CEU awarded (see Exhibits 3 and 4).
- ! Provide participants a certification of the CME or CEU awarded (see Exhibit 3).
- ! Forward to PHPPPO Administrative Support Unit (PASU), PHPPPO statistical information on the participants and the CME or CEU awarded within 2 weeks after completion of the training activity (see Exhibit 3).
- ! Provide a transcript of an individual's training upon request of a previous CME or CEU awardee (see Exhibit 3).
- ! Evaluate each training activity sponsored.
- ! Assist in the evaluation of the continuing education program as requested.

\*Available from PHPPPO Administrative Support Unit, Meeting and Training Support Branch, Division of Media and Training Services, PHPPPO.

IV. RESPONSIBILITIES AND PROCEDURES (Continued)C. CDC Continuing Medical Education Committee

The CDC Continuing Medical Education Committee, composed of physicians designated by CIOs sponsoring training to award CME, will assist in program implementation and evaluation. The major responsibility of the committee is to determine whether a proposed CME activity for physicians meets the requirements of the ACCME.

The committee representative from the CIO originating the proposal will coordinate the committee review upon receiving the CME proposal from PHPPO. Responsibilities include:

- ! Establish the review committee by selecting two other members from existing CIO representatives on the Continuing Medical Education Committee.
- ! Provide each of the review committee members with a copy of the proposal.
- ! Conduct meetings of the committee.
- ! Obtain any needed additional information for the review.
- ! Obtain committee conclusions.
- ! Keep appropriate minutes of the review.
- ! Notify PHPPO of the committee's determination and furnish PHPPO copies of the minutes.

CME OR CEU TRAINING ACTIVITY  
REQUEST FOR APPROVAL AND CHECKLIST

MAIL TO: PHPPO Administrative Support Unit  
Meeting and Training Support Branch  
Division of Media and Training Services  
Public Health Practice Program Office  
Building 2, Room B46, MS F02

\_\_\_\_\_  
(Center/Institute/Office, Division)

\_\_\_\_\_  
(Proposed Activity)

\_\_\_\_\_  
(Contact Name)

\_\_\_\_\_  
(Building/Room/Mailstop)

\_\_\_\_\_  
(Ext.)

\_\_\_\_\_  
(Date of Request)

\_\_\_\_\_  
(Date of Proposed Activity)

Checklist of Materials to be Provided:

(Place a check by items included with request.)

- a. Statement of educational need(s) which the planned activity addresses and physicians for whom the activity is designed (required only if CME are to be awarded).
- b. Copy of proposed announcement and agenda/schedule of activity, containing the following information required by ACCME/IACET.
  - Statement of activity objectives.
  - Description of (physician) group for whom (CME) activity is designed.
  - Any requisite skills, knowledge, or preparations for successful participation.
  - Educational methods and format to be used.
  - Identification statement providing the name of the accredited sponsor, the amount of CME or CEU credit to be awarded, and the category of credit (see exhibit 2).
- c. Description of how participation will be documented, including participants' assessment of activity. For CEU, description of how individual performance will be assessed. Attach blank copy of each form to be used.
- d. Names of any cosponsors and whether they are CME-accredited (Y/N).

Name: \_\_\_\_\_ Y / N

Name: \_\_\_\_\_ Y / N



REQUIRED IDENTIFICATION STATEMENTS FOR TRAINING MATERIALS  
(ANNOUNCEMENT, AGENDA, SCHEDULE, OR PROMOTIONAL INFORMATION)

For CME:

"The Centers for Disease Control and Prevention (CDC) is accredited by the Accreditation Council for Continuing Medical Education to sponsor continuing medical education for physicians. The CDC designates this continuing medical education activity for \_\_\_\_\_ credits in Category 1 of the Physician's Recognition Award of the American Medical Association."

For CEU:

"This program has been structured following the International Association for Continuing Education and Training (IACET) Criteria and Guidelines and, therefore, is awarding Continuing Education Units (CEU).

The \_\_\_\_\_ (Organization Name), in joint sponsorship with the Centers for Disease Control and Prevention (CDC), will award \_\_\_\_\_ CEU to each participant who successfully completes this training activity. The CEU is a nationally recognized unit designed to provide a record of an individual's continuing education accomplishments."



CIO REPORTS AND RECORDS OF THE CREDITS OR UNITS AWARDED

TO THE PARTICIPANT: At the conclusion of each CME or CEU activity, or annually if the activity is a series of seminars, the sponsoring organization is to provide the participants a documentation certificate or letter identifying:

- ! The course or other activity, dates, location, and sponsor.
- ! The number of CME or CEU awarded to that individual.

TO PHPPO: Within 2 weeks after completion of a scheduled activity, the sponsoring organization should send the following information to the PHPPO Meeting and Training Support Branch:

For CME:

- Total number of participants
- Total number of physician participants
- Total number of physician participants awarded CME
- Total number of CME awarded

For CEU:

- Total number of participants
- Total number of participants awarded CEU
- Total number of CEU awarded

FOR THE SPONSORING CIO: Retain in CIO files a list of each awardee's name and title, mailing address, the title of the activity, its date, and number of CME or CEU awarded for participation. If CEU are awarded, include an assessment of the individual's performance.

TO PREVIOUS AWARDEE: If requested by the awardee, a transcript of courses completed should be sent to that individual. Following is a suggested format:

Centers for Disease Control and Prevention  
(Name of organizational component)  
1600 Clifton Rd., NE  
Atlanta, GA 30333

TRANSCRIPT FOR:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<u>Item</u>	<u>Title of CME or CEU activity</u>	<u>Date</u>	<u>CME or CEU</u>	<u>Evaluation</u>
1.				
2.				

## CIO DOCUMENTATION OF TRAINING ACTIVITY

ACCME and IACET have identified documentation of training activities as a requirement for CDC to grant credit. A copy of the ACCME and IACET guides which describe their requirements more fully can be obtained from the PASU, PHPPPO.

For a CME training activity, this documentation is needed:

- ! To assure the CDC sponsoring organizations that relevant effective activities are being conducted.
- ! To assure target group physicians that appropriate and creditable activities are available.
- ! To provide guidance to staff in the preparation of learning activities.

Basically, the ACCME requires documentation of all of the following:

- ! The process used to identify physicians' educational needs.
- ! A statement of the specific needs identified.
- ! Explicit instructional objectives for each CME event conducted.
- ! A written description of procedures used to plan CME activities.
- ! The physicians' written evaluations of the training completed and documentation that the evaluations are used to improve future training.

The ACCME required documentation is to be maintained in the files of the respective CIO "CME Coordinator." It is to be available for examination during ACCME reaccreditation examination or for Continuing Medical Education Committee reference when evaluating a request for clearance to conduct a CME activity.

Likewise, the IACET required documentation (see Exhibit 3) is to be maintained in the files of the respective sponsoring CIO for use during reaccreditation examination or proposal reviews.