

CHAPTER CME CHECKLIST

ALL PUBLISHED MATERIALS MUST BE APPROVED BY ACS PRIOR TO PRINTING
CHAPTERS THAT FAIL TO COMPLY WITH THE CME PROCEDURES WILL
JEOPARDIZE THEIR PARTICIPATION IN THE CME PROGRAM

PRIOR TO THE EDUCATIONAL ACTIVITY

- ◆ Select ACS Governor to serve as the on-site representative
- ◆ Submit Disclosure Forms for CME Planners and report how COIs (Conflict of Interests) are/will be managed during the CME program planning period
- ◆ Submit a summary of the minutes of the CME program planning period, which indicate that (a) CME program planners have disclosed COIs, and (b) CME planners with a potential COI are recused from planning that portion of the affected CME program
- ◆ Program developed from Needs Assessment data
- ◆ Learning objectives established
- ◆ CME Activity Information Form submitted to Division of Member Services
- ◆ Program approved and CME credits assigned by Division of Education
- ◆ Disclosure Forms sent to entire faculty and potential COIs managed
- ◆ Learning objectives included in advance program brochure
- ◆ Accreditation statement and designated CME credits included in advance program brochure
- ◆ **All disclosure forms are completed and Conflicts of Interests successfully managed**
- ◆ **Completion of the disclosure form at the meeting is not permitted—even if there is nothing to disclose**
- ◆ ACS Commercial Support Agreements are sent to vendors and these documents are completed prior to the meeting
- ◆ All sources of commercial and education-grant support must be acknowledged in final printed program
- ◆ Objectives, accreditation and CME credit statements must be included in final printed program
- ◆ A copy of the final program must be approved by the ACS prior to printing
- ◆ Evaluation forms and CME Certificates prepared and forwarded to ACS for approval prior to printing
- ◆ On-site disclosure summary form (if not printed in program book) completed and copy submitted to ACS prior to the meeting

AT THE MEETING

- ◆ On-site disclosure summary form to be distributed to attendees at the start of the activity
- ◆ Evaluation forms, which include the attendee's name and number of CME credits earned, are distributed, completed, and returned at the education program; CME certificates that indicate the number of CME credits earned may be distributed at the meeting or mailed to the attendees at the conclusion of the education program
- ◆ Provide announcements during the program, either verbally or in writing, that CME evaluations forms must be submitted to receive CME credits for the education activity

POST MEETING

Within 30 days after the education program, the following should be submitted to the Division of Member Services:

1. A report from the on-site Governor, which includes an overall summary of the CME Program
2. A summary of the evaluations that were completed by the participants
3. An electronic Excel file (or similar electronic file) that includes the names of the participants and the number of CME credits earned by each participant
4. Two copies of the final program brochure
5. A copy of each CME planner and faculty disclosure form
6. A copy of the disclosure information sheet, which lists all faculty members
7. A copy of each commercial support agreement that was in effect during the education program
8. Current revenue and expense report (if applicable) to document the use of commercial support grants