

STEP-BY-STEP GUIDE TO ACS ACCREDITATION - Live Activities

PRIOR TO THE ACTIVITY

- ☐ **PRE-APPLICATION:** Complete and submit the Pre-Application to ACS **prior** to the planning of the activity.
- ☐ **PRE-APPROVAL EMAIL:** ACS emails the non-accredited society the Preliminary Approval, which contains the next steps of the CME approval process, the Planning Committee Disclosure form, and the CME Application form.
- ☐ **PLANNING COMMITTEE DISCLOSURES:** The Planning Committee must complete their disclosure forms **prior** to the first planning meeting. To be in compliance with the Disclosure Policy, the Planning Committee meeting minutes **MUST** reflect the Chair of the Committee stating that *those members who have indicated a potential conflict of interest will be required to recuse themselves from any discussion where there is a potential for the stated conflict to influence the content of the program.*
 - ☐ All online disclosure systems **MUST** be approved **prior** to being used (includes Planning Committee Disclosures **AND** Speaker Disclosures).
- ☐ **SUBMIT CME APPLICATION:** The completed ACS CME Application is **due 3 months prior** to the start of the activity.
Supporting documentation **required** at time of submission:
 - ☐ Documentation that supports the practice gaps identified
 - ☐ Planning Committee Disclosures and meeting minutes
 - ☐ Detailed budget for the activity
 - ☐ Full program schedule, listing all invited Faculty and breaks/lunches (Industry events **cannot** be part of the scientific program schedule, but these events can be called out in a separate paragraph on a different page in the Program.)
 - ☐ Signed ACS Joint Providership Agreement (*last page of the Final Application*)
 - ☐ **(If applicable)** Self-Assessment posttest questions (*Self-Assessment Credits will be assigned no later than **2 months prior to the activity**; therefore, all revisions to questions **MUST** be submitted by that deadline.*)
 - ☐ The \$400 application fee can be included in your final credit fee invoice when you submit electronically.
 - ☐ If the application and supporting materials are not received within 5 business days of the set deadline, the per credit fee will increase from \$300 per credit to \$350. The application materials must be submitted within 20 business days of the deadline. If application is received after that date, the activity will not be eligible for accreditation.
 - ☐ Submit all application documentation via email or Dropbox to amorrone@facs.org OR Non-Dropbox users can upload files by visiting <https://www.dbinbox.com/JPPDropbox> (password: cme2015).
- ☐ **APPROVAL OF MARKETING MATERIALS:** Provide ACS with all paper-based and/or electronic marketing materials (e.g. Save the Dates, Promotional brochures, etc.) **prior** to distributing.
- ☐ **APPLICATION REVIEW BY ACS:** ACS reviews the Final Application and provides feedback (if applicable). Upon ACS approval, current forms and templates will be emailed to the non-accredited society. **ACS forms and templates sent in the approval email MUST be used; there may have been updates made to the forms since the previous activity.**
- ☐ **DISCLOSURE FORMS:** Send out the Disclosure Form to all Speakers, Moderators, Discussants, etc. For all potential Conflicts of Interest (COI), a designated official (MD/DO) must manage the disclosure and complete the ACS COI Management form.

- ☐ **ADVANCE PROGRAM MATERIALS:** Submit paper-based and/or electronic Advance Program materials to ACS for approval **prior** to print and/or **prior** to posting online. Include
 - ☐ Learning Objectives
 - ☐ Accreditation statement, Credit statement(s), and the ACS and ACCME logos in format provided in the Program Requirements document
 - ☐ Disclosure table and Policy (*if the Onsite Disclosure table is a separate insert, the Program **MUST** include the Disclosure Information Paragraph, as found in the Program Requirements document*)
 - ☐ Acknowledgement of Educational Grant support
- ☐ **PRE-MEETING MATERIALS: Due to ACS 5 business days prior to the meeting**
 - ☐ Submit Disclosure forms for Speakers, Moderators, Discussants, as well as, Planning Committee members who are participating in the activity. If the disclosures were completed electronically, the downloaded report from the website can be submitted, but **MUST** include:

| Presenter First Name | Presenter Last Name | Title of Presentation | Relevant Financial Relationship? | Company Name | Role played | What was received | Will Not Accept Honorarium, etc. | All Info Provided is True and Correct |
|----------------------|---------------------|-----------------------|----------------------------------|--------------|-------------|-------------------|----------------------------------|---------------------------------------|
| John | Smith | Title of Presentation | Yes | Ethicon | Speaker | Honorarium | Yes | Yes |
| Jane | Smith | Title of Presentation | No | | | | | |
 - ☐ Must complete COI Management section on disclosure form for all disclosed conflicts. *Completion of the disclosure form at the meeting is **NOT permitted**.*
 - ☐ Submit the completed Onsite Disclosure table (if not printed in Program) for approval. Included on this list should be all Speakers, etc. and all Planning Committee members (*even if they did not have a disclosure*). Planning Committee members, who are also Speakers, etc. need to be listed under both the Speaker and the Planning Committee headers. **Note:** Only the author presenting at the meeting is required to be listed in the Program, all co-authors not presenting are **not required** to be listed.
 - ☐ Submit the Educational Grant LOAs to ACS for signature. **ALL** agreements must identify ACS as the Accredited Provider and must be signed by the joint partner **prior** to being signed by ACS. **Unsigned forms will be returned.** The industry partner is NOT required to sign the LOA prior to ACS's signature, just the non-accredited organization.
 - ☐ Submit the **Evaluation forms & CME Certificates** to ACS for approval **prior** to the activity.
 - ☐ If there is an Electronic Evaluation and Credit Claiming system, test user login information must be provided to ACS, along with screenshots of the evaluation and credit claiming process, from beginning to end (i.e. evaluation through CME Certificate). **Note:** Participants **MUST** be able to claim partial credit for each session, in increments of 0.25 (every 15 minutes). Participants can only claim Self-Assessment equal to, or less than, the CME credit claimed for the activity. The CME Certificate **MUST** mirror the information presented in the template provided in the CME approval email.

DURING THE ACTIVITY

- ☐ **DISCLOSURE INFORMATION:** If the Disclosure table is not provided in the Program, then distribute the disclosure insert onsite to all attendees **before** the **start** of the activity. Presenters will reveal the disclosure information on the 1st slide, **at the beginning** of the presentation. If slides are not used, presenters must disclose verbally to the learners.
- ☐ **ACTIVITY EVALUATION FORMS & POSTTESTS:** Gather all Activity Evaluation forms and Posttests (*if applicable*). Posttests are required to be completed **within 10 calendar days** of the conclusion of the activity, per ACS regulations.
- ☐ **CME CERTIFICATES:** Distribute the CME certificates, or certificates may also be mailed after the meeting. **Credit may NOT be claimed until after the learner has participated in the activity; therefore, online credit claiming systems cannot go live for a session until after the session has ended.**

AFTER THE ACTIVITY

- ☐ **ATTENDANCE LIST:** Email the Attendance List spreadsheet to ACS **within 30 calendar days** of the conclusion of the activity.
- ☐ **FINAL REPORT:** Submit the Final Report **within 4 months** of the conclusion of the activity.

DOCUMENTATION REQUIRED

- ☐ Onsite Evaluation Summary
- ☐ 3 samples of Onsite Evaluations completed by participants
- ☐ Post-Activity Survey Summary
- ☐ 3 samples of Post-Activity Surveys completed by participants
- ☐ Final Report
- ☐ **POST-ACTIVITY SURVEY (MANDATORY)**
 - ☐ Send the Post-Activity Survey to attendees approximately **2 months after** the activity to measure changes in practice. *(ACS provides the basic template, but a few questions pertinent to the activity should be added.)*
 - ☐ Send the summary of the Post-Activity Survey evaluations to the Planning Committee for future meetings.

The Activity File will **NOT** be considered closed until the Final Report & other documentation is submitted. ACS will **NOT** provide credit for future meetings until all previous files have been closed.

RETAIN FOR 6 YEARS

RETAIN THE FOLLOWING DOCUMENTATION IN YOUR FILES FOR 6 YEARS TO BE AVAILABLE FOR ACCME REVIEW:

- ☐ Planning Committee meeting minutes
- ☐ Planning Committee Disclosure forms
- ☐ A copy of the Final Program Book/Pamphlet with the Onsite Disclosure Insert *(if applicable)*
- ☐ Speaker Disclosure forms and the completed COI Management forms *(if applicable)*
- ☐ Summary of the Onsite Evaluations, and at least 3 samples of Onsite Evaluations completed by participants
- ☐ Summary of the Post-Activity Surveys, and at least 3 samples of Post-Activity Surveys completed by participants
- ☐ Financial Recap
- ☐ Attendee List with **credits claimed** *(an AMA regulation)*