



## GENERAL INFORMATION:

### REQUIREMENTS FOR ALL PUBLICITY (i.e. EMAILS, BROCHURES, FLYERS, ETC.):

**1. Accreditation Statement** (verbatim, except the "(s)" can be removed and reflect only the correct singular or plural form of "credit"):

*The Office of Continuing Education, School of Medicine, University of Missouri is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide continuing medical education for physicians.*

The Office of Continuing Education, School of Medicine, University of Missouri designates this [insert learning format] educational activity for a maximum of \_\_\_ *AMA PRA Category 1 Credit(s)*<sup>™</sup>. Physicians should only claim credit commensurate with the extent of their participation in the activity.

**2. Target Audience** (as stated in application)

**3. Objectives** (as stated in application)

**4. University of Missouri Continuing Medical Education must be shown as a sponsor** – use logo if conducive to format (request from CME office).

**5. EOE/ADA statement** (not required for internal publicity; must be included on all publicity sent to the general public):

"Equal opportunity is and shall be provided to all participants in Extension programs and activities, and for all employees and applicants for employment on the basis of their demonstrated ability and competence without discrimination on the basis of their race, color, religion, sex, sexual orientation, national origin, age, disability or status as a Vietnam-era veteran. This policy shall not be interpreted in such a manner as to violate the legal rights of religious organizations or military organizations associated with the armed forces of the United States of America."

FYI - the full statement should be used in publications wherever possible. In instances where space is limited, such as letterhead, it is acceptable to use "equal opportunity/ADA institution".

**Note** - A "save the date" announcement may indicate that PRA credit will be provided without stating the exact amount of credit, only if the application has already been approved but a number has not been designated. It may read, "This activity has been approved for *AMA PRA Category 1 Credit(s)*<sup>™</sup>". Institutions may not indicate in a brochure or announcement that "AMA PRA credit has been applied for."

### FREQUENTLY ASKED QUESTIONS:

**1. Are presenters/speakers able to claim category 1 credit for their presentations?**

Yes, but they must apply directly to the AMA for this credit until a procedure is established by the accredited provider. Accredited CME providers are allowed to award faculty *AMA PRA Category 1 Credit(s)*<sup>™</sup>. for the learning that occurs in the preparation of an original presentation as part of a live activity. The formula for granting such credit is two (2) credits per one hour of presentation time (2:1 ratio). No credits are awarded for repeat presentations. Only physicians are eligible for speaker credit. Please note that a speaker may not be awarded attendance/participation credit.

**2. May the commercial supporter pay directly for food or other expenses associated with my activity?**

No. Commercial support must be in the form of a grant to the sponsor of the activity; the sponsor is responsible for paying all activity expenses.

**3. May accredited CME providers designate activities for AMA PRA Category 2 Credit?**

No, providers may not designate any CME activities for *AMA PRA Category 2 Credit*. *AMA PRA Category 2 Credit* activities are self-claimed and documented by each individual physician.

**4. What activities may physicians claim for AMA PRA Category 2 Credit?**

Those that: (1) comply with the AMA definition of CME; (2) comply with the AMA ethical opinions on Gifts to Physicians from Industry and on Ethical Issues in CME (i.e., are not promotional); and (3) a physician finds to be a worthwhile learning experience related to his/her practice. Examples:

- Teaching residents, medical students or other health professionals
- Reading authoritative medical literature
- Consultation with peers and medical experts
- Small group discussions
- Self-assessment activities
- Preceptorships

**5. Disclosure Statements**

Information disclosed must be included on sign-in sheets or otherwise provided prominently to participants. Please use complete name (First, Middle Initial, Last) AND Degree, when available.

**6. Sign-in Sheets**

Title of the Activity or Regular Scheduled Series (RSS) must match the approved series name; a session topic may be included as well. For example, Family Medicine Grand Rounds is the approved RSS – a sign-in sheet indicating Family Medicine X-Ray Review would not be entered for credit because it is not approved. The sign-in sheet must reflect the approved series name and must be sent to the CME office stapled to the speaker(s) COI form(s).

**7. What is Joint Sponsorship?**

An accredited organization or institution may jointly provide a CME activity with an organization that is not accredited and designate the activity *AMA PRA Category 1 Credit(s)*<sup>™</sup>. The activity must meet all ACCME and AMA expectations. The accredited provider should participate in planning, implementing, and evaluating the activity. An accredited provider may not designate an activity for *AMA PRA* credit if the activity has been completely developed before it enters into joint sponsorship of the activity. The name of the accredited provider must appear on all promotional materials. If more than one accredited organization provides an activity, then one organization should assume responsibility for the activity and designate the credit.