

## 6 EASY STEPS TO CERTIFICATION OF REGULARLY SCHEDULED CONFERENCES

### Step 1 – Contact the Duke Office of CME (DOCME) prior to planning

- The Client (Activity Medical Director or their designee) contacts DOCME to plan an educational activity for *AMA PRA Category 1 Credit™*
- If desired, Client meets with DOCME to discuss requirements for AMA PRA Category 1 certified activities.

### Step 2 – Client provides DOCME with list of potential planning committee members and faculty (speakers, presenters, authors, etc).

- The list should include the following for each person: First and Last Name, Degree(s), Affiliation, Title, Telephone/Fax, Email. *(The purpose of this list is for DOCME to determine completion of CME Disclosure forms, which must be done prior to syllabus approval.)*

### Step 2A – Client reviews CME/CE Policies and/or enduring material located at <http://docme.mc.duke.edu/Forms.htm>

- Independence & Disclosure
- Joint/Co-sponsorship
- Faculty Honoraria & Travel Reimbursement
- Regularly Scheduled Conferences (RSCs)

### Step 3 – Client submits a completed Certification Request Form (CRF).

- CRF's should be sent to DOCME three months prior to the date of the activity.
- DOCME reviews CRF to ensure completion within five business days.

### Step 4 – DOCME generates a compliance and fee agreement for the Client's review and signature.

- This document describes the services provided by DOCME and the client as well as associated fees for CME/CE Credit and transcripts.

### Step 5 – Client completes, signs, and returns the compliance and fee agreement to DOCME.

- Client receives a formal approval letter approximately 3 business days following receipt.
- The following documents (if applicable) are emailed to the Client with the approval letter:
  - Required Elements for Brochures, Syllabi, and/or enduring materials\*
  - Grant Letter of Agreement (LOA)
  - Registration Template
  - Sign-in Template and/or CME Credit Attestation Form
  - Sample Evaluation, if requested

**\*Note: Please submit grant letter(s) of agreement for review and DOCME signature as soon as possible. Both the commercial supporter and DOCME must sign the grant agreement prior to acknowledgement.**

### Step 6 – Client submits the following to DOCME within 30 days after completion of the activity session

- Pre/Post-activity checklist
- Original sign-in sheets
- CME Disclosure Form (ADA)
- Grant Letter of Agreement (if applicable)
- Copy of check Letter of Agreement (if applicable)
- Announcement(s) (flyers, email, etc.) (if applicable)
- Non-Duke speaker CV (if applicable)
- Handout(s) (if applicable)