

**SURVEYOR ACCREDITATION MATERIALS REVIEW FORM**

This document is to be used in reviewing the Self-Study Report submitted by providers and compiling the evidence provided by the Performance-in-Practice Structured Abstract and Attachments. While completing the accreditation materials review, identify missing or unclear information from the submitted materials to formulate questions to ask during the Survey Interview and additional materials to request.

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| **Provider #:** |  | **Provider Name:** |  | | |
| **Surveyor:** |  | | | **Date(s) of Review:** |  |

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# [**Core Accreditation Criteria**](#_top)

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| [MISSION (formerly Criterion 1)](#_top) | | | |
| **In the Self Study Report**  **Did the provider describe…** | Surveyor Response |  | **In the Performance-in-Practice** |
| A CME Mission Statement with results articulated in terms of changes in competence, performance, or patient outcomes? | Y  N |  | No evidence is requested for this Criterion in the PIP |
| **If no, indicate what was found:** | |  |  |
| **No Mission Statement** |  |  |  |
| OR **Missing Expected Results** |  |  |  |
| AND/ OR **Expected Results not articulated in terms of changes in Competence, Performance, or PO** |  |  |

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| **Surveyor Notes/Comments** | | | |
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| **What Questions will you ask in the Surveyor Interview?** | | | |
| **Additional Materials**  Request Additional Materials for **Mission**? | **Y** | **What Additional  Materials Are  to be Requested?** |  |
| **Notes from the Interview:** If the Criterion was discussed, describe the discussion. | | | |
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| **Notes from Additional Materials** | | | |

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| [**PROGRAM ANALYSIS (formerly Criterion 12)**](#_top) | | | |
| **In the Self Study Report**  **Did the provider …** | Surveyor Response |  | **In the Performance-in-Practice** |
| …gather data or information and conduct a program-based analysis on the degree to which the CME mission of the provider has been met? | Y  N |  | No evidence is requested for this Criterion in the PIP |
| **If no, the provider did not:** | |  |  |
| Gather data or information about changes in competence, performance, or patient outcomes per their mission |  |  |  |
| Conduct a program-based analysis |  |  |  |
| Describe the degree to which the mission has been met |  |  |

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| **Surveyor Notes/Comments** | | | |
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| **What Questions will you ask in the Surveyor Interview?** | | | |
| **Additional Materials**  Request Additional Materials for **Program Analysis**? | **Y** | **What Additional  Materials Are  to be Requested?** |  |
| **Notes from the Interview:** If the Criterion was discussed, describe the discussion. | | | |
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| **Notes from Additional Materials** | | | |

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| [**PROGRAM IMPROVEMENTS (formerly Criterion 13)**](#_top) | | | |
| **In the Self Study Report**  **Did the provider describe …** | Surveyor Response |  | **In the Performance-in-Practice** |
| …that it identifies, plans, and implements the needed or desired changes in the overall program that are required to improve on its ability to meet the CME mission? | Y  N |  | No evidence is requested for this Criterion in the PIP |
| **If no, the provider did not:** | |  |  |
| Identify changes that were made in the overall CME program |  |  |  |
| Identify changes that were implemented during the accreditation term |  |  |  |

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| **Surveyor Notes/Comments** | | | |
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| **What Questions will you ask in the Surveyor Interview?** | | | |
| **Additional Materials**  Request Additional Materials for **Program Improvements**? | **Y** | **What Additional  Materials Are  to be Requested?** |  |
| **Notes from the Interview:** If the Criterion was discussed, describe the discussion. | | | |
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| **Notes from Additional Materials** | | | |

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| [**EDUCATIONAL NEEDS (formerly Criterion 2**](#_top)**)** | | | | |
| **In the Self Study Report**  **Did the provider describe …** | Surveyor Response |  | **In the Performance-in-Practice** | Surveyor Response |
| …that it identifies the educational needs (knowledge, competence, or performance) that underlie the professional practice gaps of their own learners? | Y  N |  | Does the evidence in the majority of the PIPs support compliance with this Criterion? | Y  N |
| **If no**, **the provider’s description did not include:** | |  | **If no**, **the PIPs did not include:** | |
| How professional practice gaps are identified |  |  | Professional Practice Gaps |  |
| How educational needs that underlie the gaps of provider’s learners are identified |  |  | Educational needs articulated in terms of knowledge, competence, or performance |  |
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| **Surveyor Notes/Comments** | | | |
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| **What Questions will you ask in the Surveyor Interview?** | | | |
| **Additional Materials**  Request Additional Materials for **Educational Needs**? | **Y** | **What Additional  Materials Are  to be Requested?** |  |
| **Notes from the Interview:** If the Criterion was discussed, describe the discussion. | | | |
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| **Notes from Additional Materials** | | | |

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| [**DESIGNED TO CHANGE (formerly Criterion 3)**](#_top) | | | | |
| **In the Self Study Report**  **Did the provider describe …** | Surveyor Response |  | **In the Performance-in-Practice** | Surveyor Response |
| …the generation of activities/educational interventions designed to change competence, performance, or patient outcomes as described in the provider’s mission statement? | Y  N |  | Does the evidence in the majority of the PIPs support compliance with this Criterion? | Y  N |
| **If no**, **the provider’s description did not include:** | |  | **If no**, **the PIP descriptions did not include:** | |
| What is done to ensure activities are designed to change competence, performance, or patient outcomes |  |  | What the activity was designed to change in terms of competence, performance, or patient outcomes |  |

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| **Surveyor Notes/Comments** | | | |
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| **What Questions will you ask in the Surveyor Interview?** | | | |
| **Additional Materials**  Request Additional Materials for **Designed to Change**? | **Y** | **What Additional  Materials Are  to be Requested?** |  |
| **Notes from the Interview:** If the Criterion was discussed, describe the discussion. | | | |
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| **Notes from Additional Materials** | | | |

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| [**APPROPRIATE FORMATS (formerly Criterion 5)**](#_top) | | | | |
| **In the Self Study Report**  **Did the provider describe …** | Surveyor Response |  | **In the Performance-in-Practice** | Surveyor Response |
| …how they choose educational formats that are appropriate for the setting, objectives, and desired results of the activity? | Y  N |  | Does the evidence in the majority of the PIPs support compliance with this Criterion? | Y  N |
| **If no**, **the provider’s description did not include:** | |  | **If no**, **the PIP descriptions did not include:** | |
| The types of formats used |  |  | A description of the format for the activity |  |
| Reasoning for why the formats used are appropriate for setting, objectives, and desired results of the activities |  |  | Why the format was appropriate for the activity |  |

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| **Surveyor Notes/Comments** | | | |
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| **What Questions will you ask in the Surveyor Interview?** | | | |
| **Additional Materials**  Request Additional Materials for **Appropriate Formats**? | **Y** | **What Additional  Materials Are  to be Requested?** |  |
| **Notes from the Interview:** If the Criterion was discussed, describe the discussion. | | | |
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| **Notes from Additional Materials** | | | |

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| [**COMPETENCIES (formerly Criterion 6)**](#_top) | | | | |
| **In the Self Study Report**  **Did the provider describe …** | Surveyor Response |  | **In the Performance-in-Practice** | Surveyor Response |
| … how the activities are developed in the context of desirable physician attributes (e.g., IOM competencies, ACGME competencies)? | Y  N |  | Does the evidence in the majority of the PIPs support compliance with this Criterion? | Y  N |
| **If no, describe in the comments.** | |  | **If no, describe in the comments.** | |

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| **Surveyor Notes/Comments** | | | |
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| **What Questions will you ask in the Surveyor Interview?** | | | |
| **Additional Materials**  Request Additional Materials for **Competencies**? | **Y** | **What Additional  Materials Are  to be Requested?** |  |
| **Notes from the Interview:** If the Criterion was discussed, describe the discussion. | | | |
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| **Notes from Additional Materials** | | | |

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| [**ANALYZES CHANGE (formerly Criterion 11)**](#_top) | | | | |
| **In the Self Study Report**  **Did the provider describe …** | Surveyor Response |  | **In the Performance-in-Practice** | Surveyor Response |
| …that it analyzes changes in learners’ competence, performance or patient outcomes achieved as a result of its overall program’s accredited activities? | Y  N |  | Does the evidence in the majority of the PIPs support compliance with this Criterion? | Y  N |
| **If no, the provider did not include:** | |  | **If no**, **the PIPs did not include:** | |
| A description of the methods used to obtain data on change in learner’s competence, performance, or patient outcomes |  |  | A description of the methods used to obtain data on change in learner’s competence, performance, or patient outcomes |  |
| Conclusions as to whether or not learner competence, performance or patient outcomes changed as a result of the overall program’s activities |  |  | Compiled or summative data regarding changes achieved in learner’s competence or performance or patient outcomes for each activity (Attachment 1) |  |

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| **Surveyor Notes/Comments** | | | |
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| **What Questions will you ask in the Surveyor Interview?** | | | |
| **Additional Materials**  Request Additional Materials for **Analyzes Change**? | **Y** | **What Additional  Materials Are  to be Requested?** |  |
| **Notes from the Interview:** If the Criterion was discussed, describe the discussion. | | | |
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| **Notes from Additional Materials** | | | |

# [**Standards for Integrity and Independence**](#_top)

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| [**STANDARD 1: Ensure Content is Valid**](#_top) **(formerly Criterion 10 (SCS 5.2) & Clinical Content Validation Policies)** | | | | |
| **In the Self Study Report**  **Did the provider describe …** | Surveyor Response |  | **In the Performance-in-Practice** | Surveyor Response |
| …that it ensures that their education is fair and balanced and that any clinical content presented supports safe, effective patient care? | Y  N |  | Does the evidence in the PIPs support compliance with this Standard? | Y  N |
| **If no, the provider did not describe how it ensures:** | |  | **If no**, **the PIPs did not provide:** | |
| Recommendations are based on current science, evidence, and clinical reasoning |  |  | A Clinical Content Validation document (Attachment 2) |  |
| Content presents a fair and balanced view of diagnostic and therapeutic options |  |  | Evidence that education is fair and balanced in its activities (Attachment 2) |  |
| All scientific research presented conforms to the standards of experimental design, data collection, analysis, and interpretation |  |  |
| New and evolving topics are clearly identified |  |  |
| New and evolving topics that are not, or not yet, adequately based on current science, evidence, and clinical reasoning are not advocated for or promoted |  |  |
| Education does not promote recommendations, treatment, or manners of practicing healthcare that are determined to have risks or dangers that outweigh the benefits or are known to be ineffective in the treatment of patients. |  |  |

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| **Surveyor Notes/Comments** | | | |
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| **What Questions will you ask in the Surveyor Interview?** | | | |
| **Additional Materials**  Request Additional Materials for **Standard 1**? | **Y** | **What Additional  Materials Are  to be Requested?** |  |
| **Notes from the Interview:** If the Criterion was discussed, describe the discussion. | | | |
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| **Notes from Additional Materials** | | | |

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| [**STANDARD 2**](#_top) **Prevent Commercial Bias and Marketing in Accredited Continuing Education**  **(includes parts of former Criterion 7 (SCS 1) & Criterion 10)** | | | | |
| **In the Self Study Report**  **Did the provider describe …** | Surveyor Response |  | **In the Performance-in-Practice** | Surveyor Response |
| …that it protects learners from commercial bias and marketing? | Y  N |  | Does the evidence in the PIPs support compliance with this Standard? | Y  N |
| **If no, the provider did not describe how it ensures:** | |  | **If no**, **the PIPs did not provide evidence that the provider:** | |
| All decisions related to the planning, faculty selection, delivery, and evaluation of accredited education are made without any influence or involvement from the owners and employees of an ineligible company |  |  | Ensures that all decisions related to the planning, faculty selection, delivery, and evaluation of accredited education are made without any influence or involvement from owners and employees of ineligible companies (Did not attest to meeting the requirements of Standard 2) (C7 SCS 1) |  |
| Faculty do not actively promote or sell products or services that serve their professional or financial interests during accredited education |  |  |
| How it obtains the explicit consent of individual learners ***if*** it shares the names and contact information with ineligible companies |  |  |

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| **Surveyor Notes/Comments** | | | |
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| **What Questions will you ask in the Surveyor Interview?** | | | |
| **Additional Materials**  Request Additional Materials for **Standard 2**? | **Y** | **What Additional  Materials Are  to be Requested?** |  |
| **Notes from the Interview:** If the Criterion was discussed, describe the discussion. | | | |
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| **Notes from Additional Materials** | | | |

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| [**STANDARD 3: Part 1 - Identification**](#_top) **Identify, Mitigate, and Disclose Relevant Financial Relationships**  **(formerly Criterion 7 (SCS 2.1))** | | | | |
| **In the Self Study Report (Q.18-22)**  **Did the provider describe …** | Surveyor Response |  | **In the Performance-in-Practice** | Surveyor Response |
| … that it identifies relevant financial relationships with ineligible companies for all persons in control of content. | Y  N |  | Does the evidence in the PIPs support compliance with this Standard? | Y  N |
| **If no, the provider did not describe how it ensures:** | |  | **If no**, **the PIPs did not:** | |
| Describe how it collects information from all planners, faculty, and others in control of educational content |  |  | Describe how the employees/owners of ineligible companies it uses met one of the exceptions in Standard 3.2, if applicable |  |
| Describe that it instructed individuals to disclose all financial relationships for the past 12 months (prior to 2022) |  |  | Provide a completed example of the mechanism used to identify relevant financial relationships of all individuals in control of content (Attachment 3) |  |
| Describe and/or show that it instructed individuals to disclose all financial relationships for the past 24 months (for activities planned in 2022 and after) |  |  | Show that it instructed individuals to disclose all financial relationships for the past 12 months (for activities prior to 2022) (Attachment 3) |  |
| Show that it includes the definition of “ineligible company” on documents to identify relevant financial relationships (Attachment 5) |  |  | Show that it instructed individuals to disclose all financial relationships for the past 24 months (for activities in 2022 and beyond) (Attachment 3) |  |
| Describe how the employees/owners of ineligible companies it uses in accredited education meet the expectations outlined in Standard 3.2, if applicable |  |  | Provide information regarding financial relationships with ineligible companies for all individuals in control of content (Attachment 4) |  |
| Describe how it determines which financial relationships are relevant to the educational content |  |  |

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| **Surveyor Notes/Comments** | | | |
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| **What Questions will you ask in the Surveyor Interview?** | | | |
| **Additional Materials**  Request Additional Materials for **Standard 3-Identify**? | **Y** | **What Additional  Materials Are  to be Requested?** |  |
| **Notes from the Interview:** If the Criterion was discussed, describe the discussion. | | | |
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| **Notes from Additional Materials** | | | |

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| [**STANDARD 3: Part 2 - Mitigation**](#_top) **Identify, Mitigate, and Disclose Relevant Financial Relationships**  **(formerly Criterion 7 (SCS 1, SCS2, SCS 6.1 – 6.2))** | | | | |
| **In the Self Study Report (Q. 23)**  **Did the provider describe …** | Surveyor Response |  | **In the Performance-in-Practice** | Surveyor Response |
| … the methods/steps used to mitigate all relevant financial relationships appropriate to the role(s) of the individuals in control of content? | Y  N |  | Does the evidence in the PIPs support compliance with this Standard? | Y  N |
| **If no, the provider did not describe:** | |  | **If no**, **the PIPs did not:** | |
| Steps used to mitigate relevant financial relationships |  |  | Provide information regarding financial relationships with ineligible companies for all individuals in control of content (Attachment 4) |  |
| Steps used to mitigate relevant financial relationships for a particular role (e.g., steps for planners vs. presenters) |  |  | Show how it mitigated relevant financial relationships for planners, presenters, or others in control of content (as applicable) (Attachment 4) |  |
| That mitigation steps will be taken prior to the individuals assuming their roles |  |  | Implement appropriate mitigation steps based on the individual’s role in the activity (Attachment 4) |  |
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|  | Show that mitigation steps were taken prior to individuals assuming their roles (Attachment 4) |  |

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| **Surveyor Notes/Comments** | | | |
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| **What Questions will you ask in the Surveyor Interview?** | | | |
| **Additional Materials**  Request Additional Materials for **Standard 3-Mitigate**? | **Y** | **What Additional  Materials Are  to be Requested?** |  |
| **Notes from the Interview:** If the Criterion was discussed, describe the discussion. | | | |
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| **Notes from Additional Materials** | | | |

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| [**STANDARD 3: Part 3 - Disclosure**](#_top) **Identify, Mitigate, and Disclose Relevant Financial Relationships**  **(formerly Criterion 7 (SCS 1) and (SCS 6.1 – 6.2))** | | | | |
| **In the Self Study Report (Q. 24-25)**  **Did the provider describe …** | Surveyor Response |  | **In the Performance-in-Practice** | Surveyor Response |
| … the ways they inform learners of the presence or absence of relevant financial relationships of all individuals in control of content and the methods used to inform learners that all relevant financial relationships have been mitigated? | Y  N |  | Does the evidence in the PIPs support compliance with this Standard? | Y  N |
| **If no, the provider did not describe:** | |  | **If no**, **the PIPs did not:** | |
| That learners are informed of the presence or absence of relevant financial relationships |  |  | Provide evidence of the disclosure of the presence or absence of relevant financial relationships (Attachment 5) |  |
| The methods used to inform learners of the presence or absence or relevant financial relationships |  |  | Show that disclosures of relevant financial relationships include the names of individuals, names of ineligible companies, and the nature of the relationships (Attachment 5) |  |
| That disclosures include the names of the individuals with relevant financial relationships, the names of the ineligible companies, and the nature of the relationships |  |  | Show that disclosures include a statement that all relevant financial relationships have been mitigated (for activities in 2022 and after) (as applicable) (Attachment 5) |  |
| How learners will be informed that all relevant financial relationships have been mitigated (after January 1, 2022) |  |  | Show that all individuals in control of content were accounted for in the disclosure (Attachments 5) |  |

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| **Surveyor Notes/Comments** | | | |
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| **What Questions will you ask in the Surveyor Interview?** | | | |
| **Additional Materials**  Request Additional Materials for **Standard 3-Disclose**? | **Y** | **What Additional  Materials Are  to be Requested?** |  |
| **Notes from the Interview:** If the Criterion was discussed, describe the discussion. | | | |
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| **Notes from Additional Materials** | | | |

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| [**STANDARD 4:**](#_top) **Manage Commercial Support Appropriately**  **(formerly Criterion 7 (SCS 6.3 – 6.5) and Criterion 8)** | | | | |
| **In the Self Study Report**  **Did the provider describe …** | Surveyor Response |  | **In the Performance-in-Practice** | Surveyor Response |
| 1. Does the provider accept commercial support?   (If yes, continue with Standard 4)  (If no, continue to Standard 5) | Y  N |  | 1. Did the provider accept commercial support in any of its activities?   (If yes, continue with Standard 4)  (If no, continue to Standard 5) | Y  N |
| 1. … that it uses commercial support appropriately, as outlined in Standard 4-1? | Y  N |  | 1. Does the evidence in the PIPs support compliance with this Standard? | Y  N |
| **If no, the provider did not describe:** | |  | **If no**, **the PIPs did not:** | |
| It makes all decisions regarding commercial support |  |  | Show the provider keeps a record of the amount or kind of commercial support received |  |
| Ineligible companies do not pay directly for any of the expenses related to the education or the learners (1a) |  |  | Provide an executed letter of agreement for each commercial support received (Attachment 6) |  |
| When commercial support is used to fund honoraria or travel expenses it is only used for planners, faculty, and others in control of content (1b) |  |  | Show that the agreement included the terms, conditions, and purposes of the commercial support in keeping with the decision-making and disbursement requirements outlined in Standard 4-1 (Attachment 6) |  |
| It does not use commercial support to pay for travel, lodging, honoraria, or personal expenses for individual learners or groups of learners (1c) |  |  | Show that the agreement was executed prior to the start of the accredited education (Attachment 6) |  |
| When commercial support is used to defray or eliminate the cost of education it is used for all learners (1d) |  |  | Provide evidence of the disclosure of commercial support (monetary and in-kind) as presented to learners (Attachment 7) |  |
| 1. …that it appropriately executes an agreement for commercial support (4-2), keeps a record of commercial support (4-3), and appropriately discloses commercial support to learners (4-4) | Y  N |  | Include the name of the ineligible company(ies) and nature of the support in the disclosure to learners (Attachment 7) |  |
| **If no, the provider did not describe that:** |  |  |
| Terms, conditions, and purposes of the commercial support are documented in an agreement between the ineligible company and the provider. |  |  | Ensure that the disclosure (Attachment 7) and educational materials (Attachment 2) were free from ineligible company corporate or product logos, trade names, or product group messages |  |
| An agreement is executed prior to the start of the accredited education. |  |  |
| It keeps a record of the amount or kind of commercial support received and how it was used |  |  |
| It discloses to learners the name of the ineligible company that gave commercial support and the nature of the support if it was in-kind |  |  |
| Commercial support is disclosed to learners prior to learners engaging in education. |  |  |
| Company logos, trade names or product group messages are not included in disclosures. |  |  |

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| **Surveyor Notes/Comments** | | | |
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| **What Questions will you ask in the Surveyor Interview?** | | | |
| **Additional Materials**  Request Additional Materials for **Standard 4**? | **Y** | **What Additional  Materials Are  to be Requested?** |  |
| **Notes from the Interview:** If the Criterion was discussed, describe the discussion. | | | |
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| **Notes from Additional Materials** | | | |

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| [**STANDARD 5:**](#_top) **Manage Ancillary Activities Offered in Conjunction with Accredited Continuing Education**  **(formerly Criterion 9 (SCS 4.1 – 4.4))** | | | | |
| **In the Self Study Report**  **Did the provider describe …** | Surveyor Response |  | **In the Performance-in-Practice** | Surveyor Response |
| 1. Does the provider offer ancillary activities, including advertising, sales, exhibits, or promotion for ineligible companies and/or nonaccredited education with its CME activities?   (If yes, continue with questions for Standard 5)  (If no, continue to Accreditation Statement) | Y  N |  | 1. Did the provider offer ancillary activities, including advertising, sales, exhibits, or promotion for ineligible companies and/or nonaccredited education with any of its CME activities?   (If yes, continue with questions for Standard 5)  (If no, continue to Accreditation Statement) | Y  N |
| 1. …that it ensures that accredited education is separate from marketing by ineligible companies and nonaccredited education. | Y  N |  | 1. Does the evidence in the PIPs support compliance with this Standard? | Y  N |
| **If no, the provider did not describe that:** | |  | **If no**, **the PIPs did not:** | |
| The arrangements for commercial exhibits or advertisements do not allow for influence in the planning, delivery, or evaluation of the education. |  |  | Provide an attachment for Clinical Content Validation (Attachment 2) |  |
| Arrangements for ancillary activities do not interfere with the presentation of the education. |  |  | Show that commercial exhibits or advertisements were physically separate from the educational activity or did not occur in the same educational space 30 minutes before or after the accredited education (Attachment 2) |  |
| Arrangements for ancillary activities are not a condition of commercial support. |  |  |
| 1. …how it ensures that learners can easily distinguish between accredited education and other activities | Y  N |  | Show that nonaccredited continuing education is clearly labeled as such (Attachment 2) |  |
| **If no, the provider did not describe that:** |  |  |
| Marketing, exhibits, and nonaccredited education does not occur in the same educational space within 30 minutes before or after the CME activity |  |  | Show that learners were not presented with marketing during the accredited education activity (Attachment 2) |  |
| Learners are not presented with marketing while engaged in the accredited education activity |  |  |
| Educational materials do not contain marketing, logos, trade names, or product group messages for ineligible companies |  |  | Show that educational materials did not contain any marketing produced by or for an ineligible company (Attachment 2) |  |
| Ensures that ineligible companies do not provide access to, or distribute accredited education to learners |  |  | Show that ineligible companies did not provide access to, or distribute accredited education to learners (Attachment 2) |  |

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| **Surveyor Notes/Comments** | | | |
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| **What Questions will you ask in the Surveyor Interview?** | | | |
| **Additional Materials**  Request Additional Materials for **Standard 5**? | **Y** | **What Additional  Materials Are  to be Requested?** |  |
| **Notes from the Interview:** If the Criterion was discussed, describe the discussion. | | | |
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| **Notes from Additional Materials** | | | |

# [**ACCME Policies**](#_top)

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| [**ACCREDITATION STATEMENT**](#_top) | | | | | | | |
| **In the Self Study Report**  **Did the provider describe …** | Surveyor Response | |  | **In the Performance-in-Practice** | | | Surveyor Response |
| …that it ensures the accreditation statement is included on all materials intended for learners? | Y  N | |  | Does the evidence in the majority of the PIPs support compliance with this Policy? | | | Y  N |
| **If no, provide an explanation:** | | |  | **If no**, **the PIPs did not include:** | | | |
| **Explanation:** | | |  | Evidence that accreditation statements are included on materials intended for learners (Attachment 8) | | |  |
|  | Correct language in the accreditation statement (Attachment 8) | | |  |
| **Surveyor Notes/Comments** | | | | | | | |
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| **What Questions will you ask in the Surveyor Interview?** | | | | | | | |
| **Additional Materials**  Request Additional Materials for **Accreditation Statement**? | | **Y** | | | **What Additional  Materials Are  to be Requested?** |  | |
| **Notes from the Interview:** If the Criterion was discussed, describe the discussion. | | | | | | | |
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| **Notes from Additional Materials** | | | | | | | |

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| [**ACTIVITY AND ATTENDANCE RECORDS RETENTION**](#_top) | | | |
| **In the Self Study Report**  **Did the provider describe …** | Surveyor Response |  | **In the Performance-in-Practice**  No evidence is requested for this policy in the PIP. |
| …that it has mechanisms in place to record and verify participation for six years from the date of the CME activity? | Y  N |  |
| **If no, the provider did not:** | |  |
| Describe that it has a mechanism to record and verify physician participation |  |  |
| Describe that it keeps records for six years from the date of the CME activity |  |  |
| Provide an example of the information or report the mechanism can produce for an individual participant (Attachment 6) |  |  |
| Describe that it has a mechanism in place to ensure activity/files for CME planning and presentation are retained for the current accreditation term or 12 months, whichever is longer |  |  |

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| **Surveyor Notes/Comments** | | | |
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| **What Questions will you ask in the Surveyor Interview?** | | | |
| **Additional Materials**  Request Additional Materials for **Activity and** **Attendance Records**? | **Y** | **What Additional  Materials Are  to be Requested?** |  |
| **Notes from the Interview:** If the Criterion was discussed, describe the discussion. | | | |
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| **Notes from Additional Materials** | | | |

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| [**AMA CREDIT DESIGNATION STATEMENT**](#_top) (FOR FEEDBACK TO PROVIDER ONLY) | | | | | | | |
| **In the Self Study Report**  **Did the provider show …** | Surveyor Response | |  | **In the Performance-in-Practice** | | | Surveyor Response |
| …that it ensures the AMA Credit Designation Statement is included on all materials intended for learners? | Y  N | |  | Does the evidence in the majority of the PIPs support compliance with this Policy? | | | Y  N |
| **If no, the provider did not:** | | |  | **No evidence requested in the PIPs.** | | | |
| Show that it includes the AMA Credit Designation Statement on materials intended for learners (Attachment 7) |  | |  |
| Show that it uses the correct language in the AMA Credit Designation Statement (Attachment 7) |  | |  |
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| **Surveyor Notes/Comments** | | | | | | | |
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| **What Questions will you ask in the Surveyor Interview?** | | | | | | | |
| **Additional Materials**  Request Additional Materials for **AMA Credit Designation Statement**? | | **Y** | | | **What Additional  Materials Are  to be Requested?** |  | |
| **Notes from the Interview:** If the Criterion was discussed, describe the discussion. | | | | | | | |
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| **Notes from Additional Materials** | | | | | | | |