

## Pre-Application for Initial CME Accreditation

Thank you for requesting a Pre-Application for Initial CME Accreditation. The Maine Medical Association (MMA) looks forward to supporting your efforts to become a CCMEA-accredited continuing medical education (CME) provider. The following document contains information regarding accreditation, expectations, eligibility to apply for CCMEA accreditation, an overview of the Pre-Application process, and the Pre-Application.

# Purpose of Accreditation

Accreditation is a mark of quality CME activities that are planned, implemented, and evaluated by accredited providers in accordance with ACCME Accreditation Criteria, Standards for Integrity and Independence, and policies. Accreditation assures the medical community and the public that such activities provide physicians with information that can assist them in maintaining or improving their practice of medicine, to help them bridge the gap between today’s care and what care should be. In addition, accredited CME activities are free of commercial bias and based on valid content.

# The ACCME and MMA

The Accreditation Council for Continuing Medical Education (ACCME) is the organization that sets educational standards and policies for CME activities. ACCME accredits organizations that serve a national target audience of physicians and recognizes state medical societies as accrediting partners within the states that choose to operate as accreditors. **If more than 30% of the physician target audience in your proposed CME Program comes from outside Maine and its contiguous states, or if your organization is an LCME-accredited school of medicine, contact the ACCME for national accreditation.**

The MMA Committee for Continuing Education and Accreditation (CCMEA) is recognized by the ACCME as an accreditor of CME providers in Maine. The CCMEA’s system of accreditation is equivalent to that of the ACCME’s national system of accreditation; therefore, you will see some references to ACCME policies, especially in the Standards for Integrity and Independence, which are trademarked by the ACCME. Additional information about the ACCME, headquartered in Chicago, IL, can be [found at www.accme.org.](http://www.accme.org/)

# MMA’s Expectations

* For initial applicants, the accreditation process can take nine to eighteen months. Eligible organizations that decide to apply for MMA accreditation should be prepared to both describe and furnish evidence that demonstrates compliance with the accreditation requirements, therefore, organizations must plan, implement, and evaluate at least two CME activities within the 24-month period prior to the submission of the Self-Study Report. These two activities can be offered in joint providership with an accredited organization (ACCME- or CCMEA-accredited) or can be offered without formal CME credit.
* The CCMEA expects its accredited providers to monitor their overall CME program on a regular basis for compliance with the accreditation requirements and to fulfill annual reporting requirements.
* Payment of certain fees is required to obtain and maintain MMA accreditation. Standard accreditation fees and other types of fees are provided in the [Accreditation Fee Schedule](https://mainemedassc-my.sharepoint.com/personal/eciccarelli_mainemed_com/Documents/Documents/Accreditation%20Forms%20and%20Information/Accreditation%20Fee%20Schedule%202022.pdf).

# Eligibility to Apply for MMA Accreditation

Only eligible companies may be accredited to provide continuing education. To be eligible to apply to become a CME Provider, the organization must:

* Be located in Maine;
* Be developing and/or presenting a program of CME for physicians on a regular basis;
* Serve a target audience of no more than 30% of physician learners from outside Maine and its contiguous states. Organizations with a national audience should apply for accreditation from the ACCME (www.accme.org);
* Be an organization whose mission is to 1) provide clinical services directly to patients or 2) the education of healthcare professionals or 3) serve as fiduciary to patients, the public, or population health;
* Not be developing and/or presenting a program of CME that is devoted to advocacy on unscientific modalities of diagnosis or therapy or treatments that are known to have risks or dangers that outweigh the benefits or are known to be ineffective;
* Present activities that have “valid” content:
	+ - Activities promote recommendations, treatment, or manners of practicing medicine that serve to maintain, develop, or increase the knowledge, skills, and professional performance and relationships that a physician uses to provide services for patients, the public, or the profession.

#  When there is a question regarding eligibility, MMA reserves the right to make decisions on the issue.

**Pre-Application Process**

The first step in becoming accredited is completion of the Pre-Application for CCMEA Accreditation. The purpose of the Pre- Application is to provide you with an opportunity to explain your eligibility for accreditation, as well as to demonstrate that your organization has mechanisms in place to fulfill accreditation requirements in the CME activities that you are producing or have produced. The materials are not reviewed for compliance with accreditation requirements at this time. The CCMEA will determine compliance during the initial accreditation process and bases compliance on three data sources: the Self-Study Report, evidence of Performance-in-Practice (activity file review), and the Accreditation Interview. Therefore, if the CCMEA approves your Pre-Application, it is not a guarantee that your organization will receive Provisional Accreditation.

As you engage in the Pre-Application process, MMA encourages you to take advantage of available resources including the [ACCME Accreditation Criteria and Standards for Integrity and Independence](https://mainemedassc-my.sharepoint.com/personal/eciccarelli_mainemed_com/Documents/Documents/Accreditation%20Forms%20and%20Information/Accreditation%20Requirements.pdf).

Once your organization has submitted the Pre-Application and the non-refundable $500 fee, the CCMEA will review the materials to determine your organization’s eligibility and to verify that mechanisms are in place for your organization to meet accreditation requirements. Upon review of the Pre-Application, a recommendation will be made either for the organization to begin the Initial Accreditation process or that certain aspects of the program be refined or more fully developed prior to completing the Initial Accreditation process. The applicant will receive this notification in writing, usually within four weeks of receipt of a pre-application.

Please email the completed application and its attachments to **eciccarelli@mainemed.com**and submit the $500 Pre-Application non-refundable fee payable to the Maine Medical Association to:

**Elizabeth Ciccarelli, Maine Medical Association, PO Box 190, Manchester, Maine 04351**

The MMA looks forward to supporting your efforts to become a CCMEA-accredited CME provider.

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| **Section 1: Organizational Information** |

**Name of organization as it should appear on MMA documents:**

**Primary CME Staff Contact**

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| Name: |  |
| Title: |  |
| Telephone: |  |
| Email: |  |
| Full Mailing Address: |  |

# CEO or CME Designee

The CEO contact is the person in a leadership role who is ultimately responsible for the organization's ACCME accredited CME program.

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| Name: |  |
| Title: |  |
| Telephone: |  |
| Email: |  |
| Full Mailing Address: |  |

# Billing Contact

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| Name: |  |
| Title: |  |
| Telephone: |  |
| Email: |  |
| Full Mailing Address: |  |

# Others Who Should Receive Copies of CME Correspondence (if any) (copy and paste table as necessary)

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| Name: |  |
| Title: |  |
| Telephone: |  |
| Email: |  |
| Full Mailing Address: |  |

1. Provide a brief history of your organization. What does your organization do? Who are your learners?

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1. **Select** a checkbox and **provide** the information requested for the organization type that most accurately describes your organization:

# Hospital or Medical Center

Number of beds:

Number of active medical staff:

# Multi-facility Hospital or Healthcare System

**List** the facilities and/or organizations that comprise the applicant entity:

Total number of beds:

Total number of active medical staff:

# Specialty Society

Number of members:

# Physician Group

Number of members:

# Consortium

 **List** the facilities and/or organizations that comprise the applicant entity:

# Other

Please describe:

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| To be eligible for CCMEA accreditation, you must operate the business and management policies and procedures of its CME program (as it relates to human resources, financial affairs and legal obligations), so that your obligations and commitments are met. The following items ask for information to substantiate that this framework is in place. |

**C.** Is your organization an employer of staff? [ ]  Yes (see below) [ ]  No (go to **D**)

If **yes**, **attach** the table of contents from your organization’s human resources and financial policies or procedures manual. (This is not your CME department’s policies.) If your organization does not have a policies or procedures manual, **attach** materials to demonstrate that the human resource, financial affairs, and legal obligations and commitments are met (e.g., organization’s bylaws, membership guidelines, etc.). **Label** your documentation: **1. Policies and Procedures.**

**If yes, attach** an organizational chart that shows the structure and staff reporting relationships for your CME Program. If your CME program is part of a larger institution, **include** an organizational chart that shows the position of the CME Program in relation to the institution’s overall structure. **Label** your documentation: **2. Organizational Structure.**

1. If your CME Program has annual audited financial statements, **attach** a copy of these statements for the past year, **or** if your CME Program does not have annual audited financial statements, **attach** an income and expense statement for your CME Program for the past year. **Label** your documentation: **3. Financial Statement.**

**Section 2: Independence from Commercial Interests**

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| **Section 2: Establishing Eligibility** |

**NOTE: Companies whose primary business is producing, marketing, selling, re-selling, or distributing healthcare products used by or on patients are ineligible for accreditation.**

**Answer** yes or no to the following questions.

* 1. Does your organization, or a part of your organization, produce, market, re-sell, or distribute healthcare goods or services consumed by, or used on, patients?

[ ]  Yes [ ]  No

* 1. Does your organization advocate for an ineligible company?

[ ]  Yes [ ]  No

* 1. Does your organization have a non-primary business function that includes producing, marketing, selling, re-selling or distributing healthcare products used by or on patients and/or advocating for, or on behalf of an ineligible company?

[ ]  Yes [ ]  No

1. If you answered YES to Q3, is the nonprimary business function, which led you to answer yes, conducted by a separate legal entity with separate management and staff from the entity applying for accreditation?

[ ]  Yes [ ]  No

* 1. If you answered NO to Q3A, **describe** the organizational and procedural safeguards that are in place to ensure that the CME entity is separate from any ineligible company within the larger corporate structure of your organization.

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* 1. If you answered NO to Q3A, **attach** an organizational chart that includes the names of the persons in each position to depict these safeguards.

**Label** your documentation: **4. Independence.**

* 1. Does your organization have a parent company that
		+ produces, markets, re-sells, or distributes healthcare goods or services consumed by, or used on, patients?
		+ advocates for, or on behalf of, an ineligible company

(A "parent company" is a separate legal entity that owns or fiscally controls an organization.)

 [ ]  Yes [ ]  No

* 1. Does your organization have a sister company that produces, markets, re-sells, or distributes healthcare goods or services consumed by, or used on, patients?
		+ produces, markets, re-sells, or distributes healthcare goods or services consumed by, or used on, patients?
		+ advocates for, or on behalf of, an ineligible company

(A “sister company” is a separate legal entity which is a subsidiary of the same parent company that owns or fiscally controls an organization.)

 [ ]  Yes [ ]  No

1. If you answered YES to Q5, does your organization share management, employees, or governance structure with the sister company?

[ ]  Yes [ ]  No

1. If you answered YES to Q5, are any owners, employees, or agents of the sister company involved in the planning, development, or implementation of educational content?

 [ ]  Yes [ ]  No

1. If you answered YES to Q5, does the sister company control or influence, in whole or in part, the operations of your organization?

[ ]  Yes [ ]  No

**NOTE: If you answered YES to Q1-8, your organization would likely be defined by the ACCME as an ineligible company. Ineligible companies cannot be accredited to provide CME.**

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| **Section 3: Mechanisms to Support Compliance with ACCME Core Accreditation Criteria** |

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| Organizations are not eligible for CCMEA accreditation if they present activities that promote recommendations, treatment or manners of practicing medicine that are (a) not within the definition of CME, or (b) known to have risks or dangers that outweigh the benefits or known to be ineffective in the treatment of patients. An organization whose program of CME is devoted to advocacy of unscientific modalities of diagnosis or therapy is not eligible to apply for MMA accreditation. |

The following questions will help you reflect on the current status of your CME program. The identified Criteria and Standards will need to be in place in order to be accredited by the CCMEA. If you find that there are some items that are not currently in practice at your organization, you may want to take the time to become familiar with the Core Accreditation Criteria and Standards for Integrity and Independence, implement the required pieces into your program and then apply for accreditation. If the pre-application is approved, descriptions and evidence of meeting these criteria and standards will need to be provided in the initial application materials.

**CME Mission and Program Improvement**

1. ***MISSION****: Demonstrate that you have a CME mission statement that includes expected results articulated in terms of changes in competence, performance, or patient outcomes.*
2. **Attach** your CME mission statement; and **highlight** on the copy of your CME mission statement where you state the **expected results** of the program described in terms of changes in competence, and/or performance, and/or patient outcomes. **Label** your documentation: **5. CME Mission Statement**
3. ***PROGRAM ANALYSIS****: Demonstrate that you gather data or information and conduct a program-based analysis on the degree to which the CME mission has been met through the conduct of CME activities/educational interventions.*

**A.** Does your program gather data on learner change **and** conduct a program-based analysis on the degree to which the CME mission is met through the conduct of CME activities/educational interventions?

 [ ]  Yes [ ]  No

**Educational Planning and Evaluation**

1. ***EDUCATIONAL NEEDS:*** *Demonstrate that your organization incorporates into CME activities the educational needs (knowledge, competence, or performance) that underlie the professional practice gaps* *of your learners.*
2. **Describe** how your organization identifies professional practice gaps of your leaners:

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1. ***DESIGNED TO CHANGE:*** *Demonstrate that your CME activities are designed to change either physician competence, or performance, or patient outcomes.*
2. Does your organization purposefully design activities to change any or all of the following?

Competence, Performance, and/or Patient Outcomes

[ ]  Yes [ ]  No

1. ***APPROPRIATE FORMATS:*** *Demonstrate that you choose* *educational formats for activities/interventions that are appropriate for the setting, objectives, and desired results of the activity.*
2. Consider the activities designed for your CME program. Are the chosen formats appropriate for the setting, objectives, and desired results?

[ ]  Yes [ ]  No

1. ***COMPETENCIES:*** *Demonstrate that you develop CME activities/educational interventions in the context of desirable physician attributes (competencies).*
2. Do the desirable physician attributes play a role in determining the objectives and format of the activities designed by your CME program?

[ ]  Yes [ ]  No

1. ***ANALYZES CHANGE:*** *Demonstrate that you analyze changes in learners (competence, performance, or patient outcomes) achieved as* *a result of the overall program's activities/educational interventions.*
2. **Describe** the methods you use to obtain data on change in learners’ competence, performance, and/or patient outcomes.

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| **Section 4: Mechanisms to Support Compliance with ACCME Standards for Integrity and Independence in Accredited Continuing Education** |

**Standard 1: Ensure Content is Valid**

*Demonstrate that your CME content is* *fair and balanced and that any clinical content presented supports*

*safe*, *effective patient care.*

* *All recommendations for patient care in accredited continuing education must be based on current science, evidence, and clinical reasoning, while giving a* *fair and balanced view of diagnostic and therapeutic options.*
* *All scientific research referred to, reported, or used in accredited education in support or justification of a patient care recommendation must* *conform to the generally accepted standards of experimental design, data collection, analysis, and interpretation.*
* *Although accredited continuing education is* *an appropriate place to discuss*, *debate, and explore new and evolving topics, these areas need to be clearly identified as* *such within the program and individual presentations. It is* *the responsibility of accredited providers to facilitate engagement with these topics without advocating for, or promoting, practices that are not, or not yet, adequately based on current science, evidence, and clinical reasoning.*
* *Organizations cannot be accredited if they advocate for unscientific approaches to diagnosis or therapy, or if their education promotes 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.*
1. **Describe** how you ensure that the content of your CME program meets all four elements of Standard 1.

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**Standard 2: Prevent Commercial Bias and Marketing in Accredited Continuing Education**

*Demonstrate that your learners are protected from commercial bias and marketing.*

* *The accredited provider must* *ensure that 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.*
* *Accredited education must* *be free of marketing or sales* *of products or services. Faculty must not actively promote or sell products or services that serve their professional or financial interests during accredited education.*
* *The accredited provider must* *not share the names or contact information of learners with any ineligible company or its agents without the explicit consent of the individual learner.*
1. **Describe** how you ensure that all decisions related to the planning, faculty selection, delivery, and evaluation of CME activities are made without any influence or involvement from the owners and employees of ineligible companies.

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* 1. Do you share the names or contact information of learners with any ineligible company or its agents?

[ ]  Yes [ ]  No

**Standard 3: Identify, Mitigate, and Disclose Relevant Financial Relationships**

*Demonstrate that you collect information from all planners, faculty, and others in control of educational content about all their financial relationships with ineligible companies with ineligible companies within the prior 24 months. There is* *no minimum threshold; individuals must disclose all financial relationships, regardless of the amount, with ineligible companies. Individuals must disclose regardless of their view of the relevance of the relationship to the education. Disclosure information must* *include:*

* *The name of the ineligible company with which the person has a financial relationship.*
* *The nature of the financial relationship. Examples of financial relationships include employee, researcher, consultant, advisor, speaker, independent contractor (including contracted research), royalties or patent beneficiary, executive role, and ownership interest. Individual stocks and stock options (that have been exercised) should be disclosed; diversified mutual funds do not need to be disclosed. Research funding from ineligible companies should be disclosed by the principal or named investigator even if that individual’s institution receives the research grant and manages the funds.*
1. **Describe** how you collect information from all planners, faculty, and others in control of educational content about all their relevant financial relationships with ineligible companies.

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*Demonstrate that you exclude owners or employees of ineligible companies from controlling content or from participating as planners or faculty in accredited education. There are three exceptions to this exclusion—employees of ineligible companies can participate as planners or faculty in these specific situations: a.) when the content of the activity is not related to the business lines or products of their employer/company; b.) when the content of the accredited activity is limited to basic science research, such as pre-clinical research and drug discovery, or the methodologies of research, and they do not make care recommendations; and, c.) when they are participating as technicians to teach the safe and proper use of medical devices, and do not recommend whether or when a device is used.*

1. If your organization uses employees/owners of ineligible companies as faculty, planners or in any other role associated with your CME activities, please **describe** how you are doing so in accordance with the three exceptions listed above. Otherwise, enter “We do not use employees/owners in association with our CME activities.”

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*Demonstrate that you identify and mitigate all relevant financial relationships. Financial relationships are relevant if the educational content controlled by an individual is related to the business lines or products of the ineligible company.*

1. **Describe** the process you use to determine whether or not financial relationships are relevant to educational content and what actions you take or would take, appropriate to the role(s) of individuals in control of content, to mitigate all financial relationships that are determined to be relevant, to prevent all those with relevant financial relationships from inserting commercial bias in executing their CME responsibilities.

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*Demonstrate that you disclose to learners the presence of relevant financial relationships for all individuals in control of content, including: the names of the individuals with relevant financial relationships; the names of the ineligible companies with which they have relationships; the nature of the relationships; and, a statement that all relevant financial relationships have been mitigated. Ineligible companies must be identified by name only, and the disclosure must not include ineligible companies’ corporate or product logos, trade names, or product group messages. Learners must also be informed about planners, faculty, and others in control of content with no relevant financial relationships (either individually or as a group). Learners must receive disclosure information, in a format that can be verified at the time of accreditation, before engaging with the accredited education.*

1. **Do you** inform learners of the presence or absence of relevant financial relationships of all individuals in control of content?

[ ]  Yes [ ]  No

* 1. **If yes,** do you follow the disclosure requirements described above?

[ ]  Yes [ ]  No

**Standard 4: Manage Commercial Support Appropriately**

*Demonstrate, if your organization chooses to accept commercial support, (defined as financial or in-kind support from ineligible companies) that you ensure accredited education remains independent of the ineligible company and that the support does not result in commercial bias or commercial influence in the education. The support does not establish a financial relationship between the ineligible company and planners, faculty, and others in control of content of the education.

Decision-making and disbursement: The accredited provider must make all decisions regarding the receipt and disbursement of the commercial support.
Ineligible companies must not pay directly for any of the expenses related to the education or the learners.
The accredited provider may use commercial support to fund honoraria or travel expenses of planners, faculty, and others in control of content for those roles only.
The accredited provider must not use commercial support to pay for travel, lodging, honoraria, or personal expenses for individual learners or groups of learners in accredited education.
The accredited provider may use commercial support to defray or eliminate the cost of the education for all learners.

Agreement: The terms, conditions, and purposes of the commercial support must be documented in an agreement between the ineligible company and the accredited provider. The agreement must be executed prior to the start of the accredited education. An accredited provider can sign onto an existing agreement between an accredited provider and a commercial supporter by indicating its acceptance of the terms, conditions, and amount of commercial support it will receive.*

 *Accountability: The accredited provider must keep a record of the amount or kind of commercial support received and how it was used, and must produce that accounting, upon request, by the accrediting body or by the ineligible company that provided the commercial support.*

 *Disclosure to learners: The accredited provider must disclose to the learners the name(s) of the ineligible company(ies) that gave the commercial support, and the nature of the support if it was in-kind, prior to the learners engaging in the education. Disclosure must not include the ineligible companies’ corporate or product logos, trade names, or product group messages.*

1. Does your organization accept commercial support?

[ ]  Yes [ ]  No

 A.If you answered YES to Q14, describe how your organization meets all of the requirements of Standard 4 as delineated above.

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**Standard 5: Manage Ancillary Activities Offered in Conjunction with Accredited Continuing Education**

*Demonstrate that your organization separates accredited education from marketing by ineligible companies*

- *including advertising, sales, exhibits, and promotion* - *and from nonaccredited education offered in conjunction with accredited education.*

*Arrangements to allow ineligible companies to market or exhibit in association with accredited education must not:*

* *Influence any decisions related to the planning, delivery, and evaluation of the education.*
* *Interfere with the presentation of the education.*
* *Be* a *condition of the provision of financial or in-kind support from ineligible companies for the education.*

*The accredited provider must ensure that learners can easily distinguish between accredited education and other activities.
• Live continuing education activities: Marketing, exhibits, and nonaccredited education developed by or with influence from an ineligible company or with planners or faculty with unmitigated financial relationships must not occur in the educational space within 30 minutes before or after an accredited education activity. Activities that are part of the event but are not accredited for continuing education must be clearly labeled and communicated as such.
• Print, online, or digital continuing education activities: Learners must not be presented with marketing while engaged in the accredited education activity. Learners must be able to engage with the accredited education without having to click through, watch, listen to, or be presented with product promotion or product-specific advertisement.
• Educational materials that are part of accredited education (such as slides, abstracts, handouts, evaluation mechanisms, or disclosure information) must not contain any marketing produced by or for an ineligible company, including corporate or product logos, trade names, or product group messages.
• Information distributed about accredited education that does not include educational content, such as schedules and logistical information, may include marketing by or for an ineligible company.*

*• Ineligible companies may not provide access to, or distribute, accredited education to learners.*

1. Does your organization offer ancillary activities, including advertising, sales, exhibits, or promotion for ineligible companies and/or nonaccredited education in conjunction with your accredited CE activities?

[ ]  Yes [ ]  No

1. If you answered YES to Q15, **describe** how your organization meets all of the requirements of Standard 5 as delineated above.

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| **Section 4: Attestation** |

**Application Agreement to Policies and Conditions**

* Maine Medical Association (MMA) shall have no financial obligation in connection with the organization and its sponsorship of continuing medical education.
* The applicant shall defend and indemnify MMA against any and all liability for claims asserted against MMA arising out of or in connection with MMA’s accreditation of this organization.
* The applicant agrees to fully adhere to all policies and guidelines as described in the ACCME Accreditation Requirements
* Applicant acknowledges that published material on the accredited program and its activities may use MMA’s name only as required in the accreditation statement. All other references to MMA by name or logo are prohibited.
* It is understood that accreditation by MMA indicates only MMA’s verification that the program is in adequate compliance with MMA accreditation requirements and policies as adopted by the Committee on Continuing Education.
* Accreditation of the organization’s continuing medical education program does not indicate nor imply MMA’s endorsement of the program in any way.
* Applicant acknowledges that no individually identifiable patient health information should be included in this Pre-Application, a future Self-Study Report, or any other information submitted to MMA.

I have read, understand, and agree to the above MMA policies and conditions for the accreditation of our continuing medical education program.

# Name of organization as it should appear on MMA documents:

 **Name of Primary CME Staff Contact:**

Signature: Date:

# Name of Physician Responsible for CME (i.e. Chair of CME Committee):

Signature: Date:

# Name and Title of Administrator with CME Oversight (i.e. CMO, CEO):

Signature: Date: