ACCME Requirements for
Enduring Materials and On-line Activities Checklist

The following must be included in each enduring material:

☐ Target audience of physicians
☐ Statement of Need/Measureable Gap
☐ Educational Objectives
☐ Principal faculty and their credentials
☐ Accreditation Statement
☐ Credit Designation Statement - AMA wording
☐ Disclosure/conflict resolution for all Faculty and planning committee members*
☐ Medium or combination of media
☐ Method of physician participation in learning process
☐ Estimated time to complete the activity
☐ Release date and expiration date
☐ Copyright information
☐ Method of evaluation
☐ Follow-up 3-6 months after the activity to produce results of measureable gap**

In addition, the following are required for On-Line CME (on the home page):

☐ Activity must be posted on an independent website.
☐ Links to product websites shall not be embedded in the CME activity and must give clear notification that the learner is leaving the site.
☐ Advertising of any type is prohibited within the educational content.
☐ Hardware/software requirements must be posted at the start of the activity.
☐ A mechanism must be in place for the learner to be able to contact the accredited provider for more information about the activity - include UVM’s contact information.
☐ Pre/Post test to help verify that participants viewed the program.

*Providers must make sure that Disclosures Relevant to Potential Commercial Bias to the learner are seen prior to the beginning of the CME activity (this includes all speakers, moderators and planning committee members). Learners must be made to pass through the information in order to engage in the CME activity. This cannot be an optional link or tab.

**A pre/post test could meet this requirement, depending on the type of questions asked. Some questions obviously are only measuring knowledge but a case-based scenario that would ask the learner “what would you do?” would measure performance. Another example might be to ask the learners to identify “Intent to change” - this would be a way to measure competence.