

CME Application Process

Effective date: April 2, 2018

Functional area: Continuing Medical Education (CME)

Department: Spectrum Health Office of Medical Education (OME)

1. **Purpose:** To establish a protocol for new and renewal applications
2. **Responsibilities:** CME personnel
Spectrum Health Hospitals is accredited by the Michigan State Medical Society to provide Continuing Medical Education (CME) for physicians. The CME Office is responsible for ensuring compliance with the ACCME Essential Areas, Elements, Criteria, Policies and Standards for Commercial Support as well as other regulations as they relate to the quality of CME.
3. **Regulations:**
 - 3.1.1 **Application Review**
The CME application is provided by Spectrum Health Hospitals CME Office. The application and required forms must be completed online at spectrumhealth.org/continuingmedicaleducation to determine a learner gap / needs assessment to validate a CME activity. The CME Office and CME Committee will review and determine approval of the activity.
 - 3.1.2 **Renewal Applications**
Activity organizers will be contacted when their applications are coming up for renewal. If the organizer wishes to apply for renewal, documentation verifying outcome measurements must be submitted at the time of the renewal application submission.