

The following are essentials of the Accreditation Council for Continuing Medical Education (ACCME), in association with the American Medical Association (AMA).

1. **Application** – Must be completed, stating all pertinent information, and electronically submitted annually. Regularly Scheduled Series run on the academic year. Therefore, applications must be submitted no later than June 30th of each year. Applications must be submitted two weeks prior to the start date of the first activity to allow time for review and approval. The application must include the following and be data driven:
 - a. The practice-based problem (gap) the series will address
 - b. The reason for the gap
 - c. Desired change(s) in strategy, performance, or patient care the activity will help learners accomplish
2. **Application Approval** – Upon approval, you will be notified by email
3. **Disclosure Forms** – It is *mandatory* that all participants (course director, planning committee members and speakers) complete and sign an online disclosure form. All disclosures must be submitted online prior to the educational activity.
4. **Speaker and Planner Disclosure** – at the time of the RSS, it is *mandatory* that individual speakers and planners disclose publically (within their powerpoint presentations) all their financial relationships during the preceding 24 months. *Full disclosure must be highlighted on all promotion materials including flyers and email announcements.*
5. **Recording Attendance** – Attendance will be recorded in EEDS. It is incumbent on the attendee to create an EEDS account and log her/his attendance upon arrival to the conference.
6. **CME Credit Transcripts** – Credit will be awarded upon the completion of the activity evaluation within seven days of the program. Attendees may request a certificate or detailed credentialing report at any time from their department administrator.

If any of the above is incomplete, compliance with ACCME Standards will not be met and CME will not be awarded.

Todd Lane, MAT, MLS
Co-Chair, CME Committee
Bridgeport Hospital
267 Grant St.
Bridgeport, CT 06610
Address line 3
Phone: 203-384-3615
Fax: 203-384-4680
Todd.Lane@bpthosp.org