

## **Requirements for CME Approval**

Roper St. Francis (RSF) provides Continuing Medical Education (CME) that consists of educational activities which serve to maintain, develop or increase the knowledge, skills, professional performance and relationships that a physician uses to provide services for patients, the public or the profession. It is the responsibility of RSF to assure that the CME activity is designed primarily for that purpose.

In accordance to the CME procedures, the completed CME activity application must include all supporting material and be submitted to the CME office **10 weeks** in advance of the first date of presentation. Applicants will be expected to have read RSF CME guidelines prior to the preparation of the CME application. **NO CME ACTIVITY WILL BE APPROVED RETROACTIVELY.**

To realize the full advantage of the review process, providers are encouraged to submit applications for prior approval. This allows time for processing, corrections and advance publicity.

### **1. Program Approval:**

To receive accreditation for your meeting, you must submit documentation for the educational components for each course before the course is presented. Required documentation includes the following:

- Completed Activity Planning Document
- Completed Disclosures from ALL speakers and planners
- Completed Content Validation /Off-Label Documentation
- Program Schedule and Content Outline
- Speaker / Faculty List with CV's
- Drafts of Promotional Material\*
- Presentations for each Speaker
- Course Evaluations

**Commercial Support Documentation:** *(if applicable)* **If you have commercial support for your program, please contact the CME office to review the regulations regarding commercial support.**

- Letter of Agreement
- Any other documentation

**\*A program must be reviewed and approved before any advertising of CME continuing education credit can take place. Statements such as "approval has been applied for" and "credits are pending" may not be used.**

Once all components of the program have been found to meet accreditation criteria, the program will be granted continuing education credit.

### ***Regarding Promotional Material***

Promotional materials may not make reference to the RSF CME or its accreditation system prior to the actual notification that credit has been awarded. Do NOT state "Roper St. Francis, CME credit applied for," or similar wording since this is contrary to ACCME policy. The sponsor organization shall create promotional material.

Joint Sponsorship with RSF – Program Labeling

This activity has been planned and implemented in accordance with the accreditation requirements and policies of the South Carolina Medical Association (SCMA) through the joint Providership of Roper St. Francis and \_\_\_\_\_.

Roper St. Francis is accredited by the South Carolina Medical Association to provide Continuing Medical Education for physicians.

Roper St. Francis designates this live activity for a maximum of \_\_\_\_ *AMA PRA Category 1 Credit(s)™*. Physicians should claim only the credit commensurate with the extent of their participation in the activity.

***Please complete and return the CME Planning Document with supporting documents to Roper St. Francis, Continuing Medical Education Office, 316 Calhoun Street, Charleston, SC, 10 weeks prior to activity for CME approval.***