Policies and Procedures for Regularly Scheduled Series (RSSs)

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

1. **Application** – must be completed, stating all pertinent information, and electronically submitted annually (June 15 deadline). Submit online at [https://yale.cloud-cme.com/Application.aspx](https://yale.cloud-cme.com/Application.aspx)

2. **Application Approval** - upon approval, you will be notified in writing. *There is an accreditation fee of $1,800.00 per year for Yale CME credit.*

3. **Disclosure Forms** – it is *mandatory* that all participants (course director, planning committee members and lecturing faculty) complete and sign an online disclosure form. All disclosures must be submitted online to Yale CME prior to the educational activity. View & Complete an online disclosure form at [https://yale.cloud-cme.com/Form.aspx?FormID=232](https://yale.cloud-cme.com/Form.aspx?FormID=232)

4. **Speaker Disclosure** - at the time of the Regularly Scheduled Series, it is *mandatory* that individual lecturing faculty disclose publicly (orally, within their PowerPoint presentation or by written handout) their corporate relationships (or those of spouses/partners). Full disclosures must be highlighted on a poster displayed at the conference site.

5. **Presentation Review** – the Course Director is responsible, and must verify in writing, that all Conflicts of Interest were identified and resolved prior to the educational activity pursuant to ACCME 2004 Standards for Commercial Support.

6. **Sign-In Sheets** – in order to verify attendance and receive CME credit, it is *mandatory* that all who attend the Regularly Scheduled Series presentation sign in prior to the activity.

7. **Letter of Agreement** – if there is commercial support for your Regularly Scheduled Series, it is *mandatory* that this Agreement be completed by all parties prior to the event. All commercial support must be requested through the CME office.

8. **CME Credit Transcript** – will be awarded at completion of the Departmental Regularly Scheduled Series year. A CMC transcript will be awarded to non-MD participants.

9. **Conclusion of your Regularly Scheduled Series** – at the conclusion of the Regularly Scheduled Series academic year, an Annual Report must be submitted to Yale CME including:
   a) speaker disclosures
   b) conflict of interest forms
   c) letter(s) of agreement

10. **Audit** - for audit purposes, we strongly encourage administrative files be kept within the Department for a 5-year period.

    *If any of the above is incomplete, compliance with ACCME standards will not be met and CME credit will not be awarded*