

## Step-by-Step Process for Completing an Enduring Material CME Activity

**An *enduring material* is a printed, recorded, or computer-presented activity that may be used over time at various locations and which, in itself, constitutes a planned activity.**

1. The Activity Director will need to complete the CME Application and Planning Document, including a drafted activity syllabus. Both items need to be emailed to the FIU-HWCOM CME Department email <[hwcomcme@fiu.edu](mailto:hwcomcme@fiu.edu)>.
  - ❖ The CME Application and Planning Document must be typed.
  - ❖ Applications for enduring materials are valid for one calendar year (from January to December).
  - ❖ *Repurposed Activities*: If an enduring material is created from a one-time live event or regularly scheduled series, the enduring material will be considered a separate activity and must adhere to all ACCME requirements.
  - ❖ The Activity Planner will need to provide the CME Department with the bibliographic resources used to create the syllabus.
  - ❖ If there will be commercial support for this activity, a Letter of Agreement (LOA) will be required for each individual commercial interest contributor. The Activity Planner will need to notify the FIU CME Department and will receive FIU's LOA Template.
  - ❖ Enduring materials may not be placed on a website owned or controlled by a commercial interest. Advertising of any type is prohibited within the educational content of enduring materials, including but not limited to, internet banners, subliminal ads, and pop-up windows.
2. The FIU CME Department will review the application to ensure ACCME compliance. If additional information is required, then the application will be sent back for revision.
3. Once the application is approved, the Activity Planner will need to request the completion of a Financial COI Disclosure Form, from any and all individuals that may affect the activity content. This includes, but is not limited to, all planners, directors, speakers, and/or moderators. Please note that all disclosure forms need to be sent to the FIU CME Department for review.
  - ❖ The Activity Planner will need to provide the FIU CME Department with **ALL** presentation materials and related content items for the enduring activity.
  - ❖ If a disclosure is made and it is found to be relevant, the FIU CME Department will complete a clinical content review form. If the Activity Planner has a relevant COI, that planner will need to be assigned/paired with a non-conflicted planner. To ensure that the CME planning is completed without bias or commercial influence, an attestation is required by the non-conflicted planner(s). (This is especially true for Course Directors that may have a relevant COI.)

[Continued]

- ❖ If a Moderator has a relevant COI, the Activity Planner must provide the Moderator with instructions about their role (to not allow bias).
  - ❖ Failure to receive disclosures by the designated deadline will result in no CME credit.
4. Prior to distribution, all promotional materials need to be approved by the FIU CME Department and will need to include FIU's ACCME Accreditation Statement.
  5. Enduring materials must adhere to all ACCME requirements, including the standards for commercial support. Acknowledgement of commercial support and financial disclosures must be provided to all learners. The FIU CME Department will provide the Activity Planner with all the items that must be included within the enduring material.
  6. The Activity Planner will distribute the Enduring Material Evaluation to all learners. On a quarterly basis, the Activity Planner will need to enter the information into the Evaluation Summary Sheet (must be typed).
    - ❖ On a quarterly basis, the Activity Planner will distribute a Qualtrics Performance Evaluation link to all learners.
  7. The FIU CME Department will create and distribute the CME Certificates (quarterly – as received from the Activity Planner).
    - ❖ CME Credit will only be awarded to the learners that have submitted a completed evaluation.
  8. The Activity Planner will receive a final invoice for the services rendered by the FIU CME Department.

## Enduring Material CME Checklist for Activity Planner(s)

Documentation Due **12 Weeks Prior** to the Activity Start Date:

- CME Application and Planning Document
- Draft of Activity Syllabus
- Bibliographic Resources (e.g. reference list or bibliography)
- Financial COI Disclosure
- Drafted Promotional Materials (e.g. brochures, save the dates)

Documentation Due **6 Weeks Prior** to the Activity Start Date:

- All Presentation Materials
- Signed Commercial Support Letter of Agreement (if applicable)

Documentation Due **4 Weeks Prior** to the Activity Start Date:

- Final Activity Syllabus (if changed)
- Final Promotional Materials (e.g. brochures, save the dates)

Documentation Due **2 Weeks After** the Activity:

- Sign-In Sheets
- Completed Enduring Material Evaluations
- Evaluation Summary Sheet
- Final Reconciled Budget, including income and expenses (for commercial support only)

Documentation Due **4 Weeks After** the Activity:

- Qualtrics Performance Evaluation