



Instructions for Submitting CME Activity Lists

1. The list of activities must be submitted using the ACCME's template, which is provided at www.accme.org (see CME Activities List Form). If you already have your list of activities in an electronic database, you must convert them into the ACCME's preformatted Excel document so we can use it to select files. If you do not comply with this requirement, your activity list will be returned to you for editing and/or reformatting.
2. All activities that your organization has offered for credit, or plans to offer for credit, during the current accreditation term should be included on your list. Your list of activities needs to be comprehensive and must include all activities **beginning with the month after your last accreditation decision and through the expiration of your current accreditation term**. For example, if you received a four-year Accreditation decision in March 2004, your list should include all CME activities offered, or scheduled to be offered, from April 1, 2004 through March 31, 2008.
3. Please list your activities chronologically by month and year within activity type, i.e., list all activities for 2003, first courses, then enduring materials, then journal-based CME, etc. Then, list all activities for 2004, first courses, then enduring materials, then journal-based CME, etc. There is a sample activity list the final page of this document representing the required sort.
4. Activities offered on multiple dates at various locations to different audiences, even if they have the same title and content, **must be listed for each date and location at which they were offered**. Responses such as "multiple," "various," or "ongoing" are not acceptable for activity date or location.
5. **New** If your organization produces Regularly Scheduled Series (RSS), also known as RSCs, DO NOT list your RSS on this List of Activities. The ACCME will utilize the information you provide within your self study report *and* on the Summary of CME Activities document to collect data on the size and scope of your RSS activities.
 - **The ACCME defines RSS as daily, weekly or monthly CME activities that are primarily planned by and presented to the provider's own professional staff and are designated for credit as one activity**. RSS are most commonly offered by hospitals and medical schools and typically include such activities as Grand Rounds, Noon Conferences, and Tumor Boards.
 - By contrast, annual meetings are scheduled regularly, on a yearly basis, but they do not fit the ACCME definition of RSS. Similarly, conferences offering the same content at various times and locations may be scheduled on a regular basis, but they do not fit the ACCME's definition of RSS. If you are not certain whether an activity should be categorized as an RSS, please contact the ACCME.
6. Provider must submit data for all activities in **columns A-I**. The spreadsheet has columns that must be filled in according to the specifications below.
 - Column A: List the title of the activity.
 - Column B: List the date the activity occurred in "MM/DD/YYYY" format. If the activity is multi-day, only provide the beginning date of the activity. If the activity is an enduring material, only provide the release date or date of most recent review.
 - Column C: List the activity's location in "City, ST" format. For enduring materials and internet activities, please list your organization's home city and state or indicate not applicable.
 - Column D: Use the drop down menu to indicate whether the activity was directly or jointly sponsored (Co-sponsorship is not an option. Please list only those co-sponsored activities where your organization took responsibility for the activity).

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- Column E: Use the drop down menu to indicate the type of activity. Your **only** choices are: Course, Internet Activity Live, Enduring Material, Internet Activity Enduring Material, Journal-based CME, Manuscript Review, Test Item Writing, Committee Learning, Performance Improvement, Internet Searching and Learning, and Learning from Teaching.
- Column F: List the number of maximum number of hours available for the activity.
- Column G: List the number of MD's who participated. If attendance figures are incomplete at the time of submission of your list, please include preliminary or year-to-date figures. You may update this information for inclusion with your self-study report.
- Column H: List the number of non-MD's who participated. If attendance figures are incomplete at the time of submission of your list, please include preliminary or year-to-date figures. You may update this information for inclusion with your self-study report.
- Column I: Use the drop down menu to indicate whether the activity received commercial support. Your **only** choices are Yes and No.

New

7. There are 8 new columns in the ACCME's CME Activity List Spreadsheet. These columns (J-Q) are highlighted in yellow. Providers must submit data in these columns for activities presented **after July 31, 2007**.

- Column J: List the amount of commercial support received. Commercial support is financial, or in-kind, contributions given by a commercial interest, which is used to pay all or part of the costs of a CME activity. The total figure should include an estimated dollar value for in-kind contributions. If activity has not been presented, estimate the support you expect to receive. Advertising and exhibit income is not considered commercial support.
- Column K: List the number of commercial supporters of the activity. (If activity has not been presented, estimate the number of commercial supporters you expect to have).
- Column I: Use the drop down menu to indicate if the activity was designed to change physicians' competence. Your **only** choices are Yes and No.
- Column M: Use the drop down menu to indicate if change in physicians' competence was measured. Your **only** choices are Yes and No.
- Column N: Use the drop down menu to indicate if the activity was designed to change physicians' performance. Your **only** choices are Yes and No.
- Column O: Use the drop down menu to indicate if change in physicians' performance was measured. Your **only** choices are Yes and No.
- Column P: Use the drop down menu to indicate if the activity was designed to change patient outcomes. Your **only** choices are Yes and No.
- Column Q: Use the drop down menu to indicate if change in patient outcomes was measured. Your **only** choices are Yes and No.

8. Please...

- Do not** alter the formatting of the cells in anyway, such as adding shaded cells or changing the column names (you may, however, temporarily resize column width to view cells' contents);
- Do not** leave blank cells in the spreadsheet for columns A-I;
- Do not** add blank rows or columns to the spreadsheet;
- Do not** send the spreadsheet to the ACCME as a "zip file"; and
- Do not** include multiple worksheets, files, or attachments. Your submission should be **one** worksheet attached as **one** file.

9. **Submit your list as an attachment via email to activitylists@accme.org**. Please include your **organization's name** and **provider number** in the name of the attached file for identification purposes.