



# CONTINUING MEDICAL EDUCATION POLICY AND PROCEDURE MANUAL

<b>OFFICE OF CONTINUING MEDICAL EDUCATION</b>	
<b>NUMBER:</b>	<b>9.0</b>
<b>SUBJECT:</b>	<b>Attendance and Record Keeping</b>
<b>ORIGINATION DATE:</b>	<b>4/96</b>
<b>CURRENT REVISION DATE:</b>	<b>3/04</b>
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## **SUBJECT: Attendance and Record Keeping**

### **A. Credit for attendance will be granted when the following conditions apply:**

1. Sign-in on the appropriate attendance form.
2. Single multi-day conferences require sign in once at the beginning of the conference.
3. For multi-hour conferences, each physician indicates the number of credits claimed and signs the attestation form and returns it to the CME office.
4. Each physician should claim only those credits actually spent in the educational activity.

### **B. Record keeping for participation in CME activities:**

1. Computerized transcripts are available for a nominal fee.
2. Records of attendance are maintained in a database for 6 years.
3. A Certificate of Attendance or Credit is awarded to participants of single multi-hour CME conferences.
4. The certificate indicates the maximum number of credits designated for Category 1, the title of the program, start date, end date, and the name of the participant with the number of credits claimed.
5. The signature of the Director of CME appears on the certificate.