

## GUIDELINES FOR REQUESTING BOARD APPROVAL OF CME/CPD ACTIVITIES

May 16, 2012

*The Board, by majority vote, may certify that any activity, course or training deemed appropriate shall be eligible for the equivalent of Category 1 or Category 2 credit for purposes of license renewal in Massachusetts. 243 CMR 2.06(6)(h)3.*

The Board requires each licensed physician to complete 100 continuing professional development (CPD) credits during each two year licensing period. CPD can consist of Continuing Medical Education (CME), continuing physician professional development (CPPD), or clinical training. See 243 CMR 2.01. The Board considers CME/CPD a vital part of each physician's efforts to maintain competence and to provide the highest level of care to patients.

The following guidelines have been adopted to assist any organization or individual seeking Board certification of an educational activity, course or training as being the equivalent of Category 1 or Category 2 credit for purposes of license renewal in Massachusetts.

The Board intends to consider for possible approval proposals for activities, courses or trainings which provide novel or in-depth approaches to improving the quality of care or the maintenance of competence, in an individual's practice or throughout an organization. The Board recognizes that there are many training organizations accredited to provide CME/CPD credits. The Board does not intend to approve activities, courses or trainings which are or could be available through other sources.

An organization or individual seeking Board approval of a proposed CPD activity, course, or training should submit to the Board a description of the proposed CPD activity, course or training that includes sufficient information for the Board to evaluate the activity, course, or training. The Board recognizes that the necessary information for each proposal will vary, depending on the activity, course or training. The proposal should include the following:

- a description of the activity, course, or training;
- the activity objectives;
- the type of learning format;
- a description of the evaluative tool that will be used to determine if improvements should be made to the activity;
- a plan for documenting successful completion of the activity, including retention of that documentation for at least three years;
- the number of credits sought;
- the CV of any presenters or developers of the activity, course, or training; and
- an affirmation that the activity, course, or training is independent and free of commercial bias.

The Board may request additional information, if the Board deems it necessary.

The organization or individual seeking Board approval of an activity, course or training is responsible for establishing that the activity, course or training meets or is the equivalent of the standards set by one or more of the following organizations:

- The American Medical Association (AMA)
- The American Academy of Family Physicians (AAFP)
- The American Osteopathic Association (AOA)
- The Massachusetts Medical Society or another state medical society which is recognized by the Accreditation Council for Continuing Medical Education (ACCME) as an accredited CME provider

In determining whether an educational activity, course or training is eligible for the equivalent of Category 1 or Category 2 credit, the Board may consider the standards used by these organizations.

If the Board determines that the proposed activity, course or training does not qualify for the equivalent of Category 1 credits, the Board may approve the proposed activity, course, or training for the equivalent of Category 2 credits. To be eligible for the equivalent of Category 2 credits, the activity, course or training must meet either the AMA Category 2 definition, or the AOA Category 2-A or 2-B definition.