

Colorado Medical Society Promotional Material Requirements for CME

For brochure, website, magazine, journal, email announcement, course book, registration packet, etc.

- I. CME may not be announced or referenced prior to official approval by the CME department at Colorado Medical Society. (For example, you may not say “CME is pending approval”)
- II. The CMS CME department must approve all CME brochures/announcements prior to final production or release.
- III. CME brochure/announcement information must be shown to learners prior to the activity starting. This pertains to all activity types - live courses, Internet, etc.

All CME activity announcements must include:

- **Accreditation & AMA Designation Statements Verbatim**

For directly provided activities:



The Colorado Medical Society is accredited by the Accreditation Council for Continuing Medical Education to provide continuing medical education for physicians.

The Colorado Medical Society designates this [learning format] for a maximum of [number of credits] AMA PRA Category 1 Credit(s)[™]. Physicians should claim only the credit commensurate with the extent of their participation in the activity.

For jointly provided activities:



This activity has been planned and implemented in accordance with the accreditation requirements and policies of the Accreditation Council for Continuing Medical Education (ACCME) through the joint providership of the Colorado Medical Society and [name of non-accredited provider]. The Colorado Medical Society is accredited by the ACCME to provide continuing medical education for physicians.

The Colorado Medical Society designates this [learning format] activity for a maximum of [number of credits] AMA PRA Category 1 Credit(s)[™]. Physicians should claim only the credit commensurate with the extent of their participation in the activity.

Learning Formats for the AMA statement: Live; Enduring material; Journal-based CME; Test-item writing; Manuscript review; PI CME; Internet point-of-care.

- **Conference Goal** – This should state the overall main purpose of the CME activity
- **Target Audience** - list specialties and disciplines of your target audience
- **Learner objectives**, Learner objectives are specific, and measurable. “Upon conclusion of this activity participants should be able to...”
- **Disclosure of commercial support** (if supporters are not known prior to brochure development, then they must be disclosed in course book or handouts). E.g. “*This activity is supported by XYZ pharmaceutical company*”. Do not use product names or logos.
- **Disclosure of financial relationships** of all those in control of content. This is not required to be on the brochure, but must be shown to learners prior to the activity starting. E.g. a summary of all disclosures included in the registration packet or course book/handout.

Please feel free to contact the CME office at 720-858-6309 with any questions.