



Issuing Certificates

Maine Medical
Education Trust

02/06/2023



Check-In

How are you doing on implementing the changes to evaluations and utilizing the Physicians Claiming CME Spreadsheet?

Evaluations

New Evaluations:

If the activity is for only one credit, the following can be used:



13. Please fill out the information below and return it to the registration table for CME credit.

First Name:		Last Name:	
Credentials:		Date of Birth (MM/DD):	
State of Licensure:		License ID:	
Email:			

14. The MMET is able to report CME Credit on your behalf to the State of Maine Board of Licensure in Medicine and the Maine Board of Osteopathic Licensure. Do you consent to have the MMET report this data?

Yes No

If yes, please ensure all the information above is completed and accurate.

15. Please select one of the following:

I attest that I have completed the entire activity and claim **[insert credit hours]** *AMA PRA Category 1 Credit(s)TM*.

I claim only ___ *AMA PRA Category 1 Credit(s)TM* for this activity. (Please insert the number of credit hours you are claiming: 1 hour = 1 *AMA PRA Category 1 CreditTM*)

13. Please fill out the information below and return it to the registration table for CME credit.

First Name:		Last Name:	
Credentials:		Date of Birth (MM/DD):	
State of Licensure:		License ID:	
Email:			

14. The MMET is able to report CME Credit on your behalf to the State of Maine Board of Licensure in Medicine and the Maine Board of Osteopathic Licensure. Do you consent to have the MMET report this data?

Yes No

If yes, please ensure all the information above is completed and accurate.

I attest that I have completed the entire activity and claim **1** *AMA PRA Category 1 Credit(s)TM*.

Agenda

AMA Requirements

New Requirements for CME
Certificates for Physicians

Certificates for Other Learners

Credit Records





Per the AMA:

“When an accredited CME provider issues a certificate, transcript, or another means of documentation, it must reflect the actual number of credits claimed by the physician.”



Per the AMA:

“Accredited CME providers must have a mechanism for physicians to claim credit and **must award the actual number of *AMA PRA Category 1 Credits™*** claimed by each physician.”

Former MMET Requirements

KEEP FOR YOUR RECORDS
ONLY SEND TO LICENSURE BOARD IF
AUDITED/REQUESTED, THIS DOCUMENT
SERVES AS YOUR RECORD OF ATTENDANCE

MAINE MEDICAL EDUCATION TRUST
CME DOCUMENTATION
(Name of Joint Provider)
(Date)
(Title of Program)

Please complete the following form for your records and make sure that you have signed the registration form (to provide proof of attendance) and submitted your evaluation form (for objectives meet/needs assessment data). We appreciate your cooperation with paperwork needed for CME approval.

The Maine Medical Education Trust designates this live activity for a maximum of ___ AMA PRA Category 1 Credit(s)™. Physicians should only claim credit commensurate with the extent of their participation in the activity.

The Maine Medical Education Trust is accredited by the Maine Medical Association's Committee on Continuing Medical Education and Accreditation to provide Continuing Medical Education (CME) to physicians.

I attended the entire program (_____ credit)

I claim only _____ CME credits for this activity. (1 credit/hour - only claim actual time in this activity).

Please print:
(The information below is used if this form is lost, returned or to update a CME database at your office or hospital)

Check one: MD _____ DO _____ Other (please specify) _____

Name: _____ Telephone: _____

Address: _____ Email: _____

City: _____ State: _____ Zip: _____

Signature: _____ (certifies information is accurate)

If you have any questions regarding your CME documentation please email Elizabeth Ciccarelli, CME Coordinator for the Maine Medical Education Trust at eciccarelli@mainemed.com. Thank you!

- Option to issue a blank certificate to be filled in by the physician and retained by the physician.
- No requirement to keep a record of the specific number of credits claimed by physicians.
- Does not meet the requirements set by the AMA

AMA CME Certificate Requirements

Documentation provided to participating physicians must accurately reflect, at minimum, the following:

- Physician's Name
- Name of Accredited CME Provider
- Title of Activity
- Learning Format
- Date(s) of Live Activity OR Date Physician Completed Activity
- Number of *AMA PRA Category 1 Credits™* awarded



Agenda

AMA Requirements

**New Requirements for
CME Certificates for
Physicians**

Certificates for Other Learners

Credit Records



New Requirements for CME Certificates

1. On the evaluation, ask participants how many credits they are claiming.

13. Please fill out the information below and return it to the registration table for CME credit.

First Name:		Last Name:	
Credentials:		Date of Birth (MM/DD):	
State of Licensure:		License ID:	
Email:			

14. The MMET [is able to](#) report CME Credit on your behalf to the State of Maine Board of Licensure in Medicine and the Maine Board of Osteopathic Licensure. Do you consent to have the MMET report this data?

- Yes No

If yes, please ensure all the information above is completed and accurate.

15. Please select one of the following:

- I attest that I have completed the entire activity and claim **[insert credit hours]** *AMA PRA Category 1 Credit(s)TM*.
- I claim only ___ *AMA PRA Category 1 Credit(s)TM* for this activity. (Please insert the number of credit hours you are claiming: 1 hour = 1 *AMA PRA Category 1 CreditTM*)



MAINE MEDICAL EDUCATION TRUST
CME DOCUMENTATION

Organization Name

Title of Activity

Date

“NAME”

The Maine Medical Education Trust certifies that [Physician Name, Credentials] has participated in the [learning format] titled [title of activity] on [date] and is awarded [number of credits] AMA PRA Category 1 Credit(s)TM.

The Maine Medical Education Trust designates this live activity for a maximum of ____AMA PRA Category 1 Credit(s)TM. Physicians should only claim credit commensurate with the extent of their participation in the activity.

This activity qualifies for ____ credit of the 3 CME credit requirement for opioid medication education found in P.L. 015, Chapter 488, Maine’s legislation to address the opioid drug crisis.

The Maine Medical Education Trust is accredited by the Maine Medical Association’s Committee on Continuing Medical Education to provide Continuing Medical Education (CME) to physicians.

If you have any questions regarding your CME documentation, please email [Name] at [email]

Thank you!

2. Include the number of credits earned by the individual on the certificate and in records.

New Requirements for CME Certificates

1. On the evaluation, ask participants how many credits they are claiming.
2. Include the number of credits earned by the individual on the certificate and in records.
3. Issue an individual certificate to each learner.

Agenda

AMA Requirements

New Requirements for CME
Certificates for Physicians

Certificates for Other
Learners

Credit Records





Per the AMA:

"CME providers must ensure they do not give non-physicians certificates or transcripts that state or imply the non-physician has been awarded *AMA PRA Category 1 Credit™*."



Per the AMA:

“However, accredited CME providers may provide documentation of participation in an activity certified for *AMA PRA Category 1 Credit™* to non-physicians.”

Who Can Earn CME Credit?

Only MDs and DOs can claim CME Credit. They should be the only ones receiving a CME Certificate.

Other Learners can often use CME Credit towards their own certification requirements. They should be issued a **Certificate of Participation**.

Evaluations

13. Please fill out the information below and return it to the registration table for CME credit.

First Name:		Last Name:	
Credentials:		Date of Birth (MM/DD):	
State of Licensure:		License ID:	
Email:			

14. The MMET is able to report CME Credit on your behalf to the State of Maine Board of Licensure in Medicine and the Maine Board of Osteopathic Licensure. Do you consent to have the MMET report this data?

Yes No This does not apply to me, I am not an MD or DO

If yes, please ensure all the information above is completed and accurate.

15. Please select one of the following:

I attest that I have completed the entire activity and claim **[insert credit hours]** *AMA PRA Category 1 Credit(s)TM*.

I claim only ___ *AMA PRA Category 1 Credit(s)TM* for this activity. Please insert the number of credit hours you are claiming: 1 hour = 1 AMA PRA Category 1 CreditTM

Who can accept AMA PRA *Category 1 Credits*[™]?

- Nurse Practitioners (NPs) and Registered Nurses (RNs)
- Physician Assistants (PAs)
- Certified Nurse Midwives
- Licensed Social Workers
- Pharmacists

There is no penalty for issuing a Certificate of Participation to someone who cannot use it.



AMA Certificate Requirements

The Certificate of Participation, will need to include the following information:

- Participant's Name
- Name of Accredited CME Provider
- Title of Activity
- Learning Format
- Date(s) of Live Activity OR Date Learner Completed Activity
- Number of *AMA PRA Category 1 Credits™* designated for activity
- Amount of participation time



PLEASE RETAIN FOR YOUR RECORDS
THIS DOCUMENT SERVES AS YOUR RECORD OF ATTENDANCE

CERTIFICATE OF PARTICIPATION

The Maine Medical Education Trust certifies that

Name of Participant

*has participated in the live activity titled
Title of Activity
Date(s)*

The Maine Medical Education Trust certifies that [name of participant] has participated in the [learning format] titled [activity title] on [date(s)]. This activity was designated for [credit hours] AMA PRA Category 1 Credit(s)TM. [Name of participant] participated for [insert completed hours] hours.

The Maine Medical Education Trust is accredited by the Maine Medical Association's Committee on Continuing Medical Education and Accreditation to provide Continuing Medical Education (CME) to physicians.

Agenda

AMA Requirements

New Requirements for CME
Certificates for Physicians

Certificates for Other Learners

Credit Records





Per the AMA:

“The records documenting the credit awarded must be retained by accredited CME providers, for each certified activity...”

Credit Records

If not all physicians claiming CME Credits are accounted for in the Physicians Claiming CME Spreadsheet, then the number of credits they are claiming should be reported to the MMET in one of the following ways:

- Included on the attendance list
- Individual CME Certificates Issued
- Submit Individual Evaluation Form with number of credits claimed



Timeline for Implementing Changes

Activities approved from this date forward should be issuing individual certificates and reporting credit claimed by individuals to the MMET.

Evaluations for all existing activities, including regularly scheduled series and enduring materials, should be updated to collect the new required information by March 31, 2023.

Individual certificates should be issued, and credits claimed by individuals should be reported for all activities after March 31, 2023.

Updated Resources

An updated version of the **MMET Guide to the Activity Approval Process** that reflects the changes to issuing certificates and reporting credits claimed will be issued.

The **MMET Activity Downloads webpage** has been updated to include the new requirements and instructions.

Examples of CME Certificates and Certificates of Participation are available on the MMET Activity Downloads webpage.

9. [Individualized CME Certificate Template](#) (updated 1/24/2023)

- This template can be used and adjusted to suit your needs but must include the title, dates, type of activity, space for the name of the individual, the number of credits claimed, the AMA Credit Designation Statement, Joint Providership Statement, Opioid Prescribing Education Statement if applicable, and the maximum number of CMEs for the activity.
- Only MDs and DOs can be awarded *AMA PRA Category 1 Credits™*, but if there are non-physician participants who would like to receive a [Certificate of Participation](#) (updated 1/31/2023) to use for their own certification purposes, this form may be used and modified to include the information for the activity and learner. If creating a unique form, please see the [Statements for Materials - Joint Providers](#) document for the statement to include on their certificate.

4. [MMET Faculty Disclosure Form](#) (Word - updated 6/30/2022)

- An [MMET Faculty Disclosure Form - Fillable PDF](#) is now available (PDF - version 6/30/22)
- The first page needs to be completed by each planner, presenter, and reviewer. The second page contains necessary definitions and information that need to be shared with individuals completing the

9. [Individualized CME Certificate Template](#) (updated 1/24/2023)

- This template can be used and adjusted to suit your needs but must include the title, dates, type of activity, space for the name of the individual, the number of credits claimed, the AMA Credit Designation Statement, Joint Providership Statement, Opioid Prescribing Education Statement if applicable, and the maximum number of CMEs for the activity.
- Only MDs and DOs can be awarded *AMA PRA Category 1 Credits™*, but if there are non-physician participants who would like to receive a [Certificate of Participation](#) (updated 1/31/2023) to use for their own certification purposes, this form may be used and modified to include the information for the activity and learner. If creating a unique form, please see the [Statements for Materials - Joint Providers](#) document for the statement to include on their certificate.
- The document [Who Can Accept AMA PRA Category 1 Credits™](#) includes a list of professions that utilize *AMA PRA Category 1 Credits™* for recertification purposes.

Additional Resources

The following can be found on the [MMET Activity Downloads](#)

- Faculty Disclosure Form Fillable PDF
- Who Can Accept *AMA PRA Category 1 Credits™*
- CME Passport Flyer

- The [CME Provider Passport Mark](#) can be included on promotional and learning materials intended for learners. The Mark is downloadable from the ACCME website, which also contains language that can be used to accompany the mark. A [CME Passport Flyer](#) can be distributed to learners to provide information about this new system.

8. [Evaluation Form](#)



Key takeaways

Evaluations should collect the credentials of participants and number of credits claimed.

CME Certificates need to be issued with the specific number of credits earned by the physician.

Certificates of Participation should be issued to non-physicians.

The CME Credits claimed by each physician need to be reported to the MMET.



Check-In

What do you see as the major obstacles to implementing these changes?



Office Hours
Mondays from 9-10am

Next Upcoming Session
Using CME Statements
Thursday, March 9th
10am via Zoom

Thank you

Elizabeth Ciccarelli

Director of CME

Maine Medical Education Trust

eciccarelli@mainemed.com