



UPDATES TO THE CME ACTIVITY REQUIREMENTS

Maine Medical Education Trust

Rating system



Happy New Year!

How was your year?

How many stars would you give 2022?

Enter Your Responses in the Poll.

How hopeful are you for 2023?

How many stars do you predict for 2023?

Enter Your Responses in the Poll.

Rating system



Happy New Year!

Looking Forward to 2023

What is one thing you are hopeful for this year?

Enter your response on the whiteboard.

Agenda

Learner Reporting

Updating the Evaluation Form

Physicians Claiming CME
Spreadsheet

CME Passport

Reporting Government
Grant Money

Removing the Activity
Monitoring Form Requirement

MMET Guide to the CME
Activity Approval Process





Learner Reporting

PARS – Program and Activity Reporting System

CME Credits earned by physicians can be directly reported into PARS.

The Maine Board of Licensure in Medicine and the Board of Osteopathic Licensure are 2 of 9 state boards that have agreed to use this reporting system for obtaining CME Credit data for individual physicians' licensing requirements.

MMET needs to report learners in the PARS system so that Maine Boards can access accurate physician credit information.



Benefits

A central online CME Credit recording system can help physicians keep track of their earned credits and reduce the time physicians spend on keeping track of their credits and certificates.

Reduces Paperwork

Physicians will not need to gather their CME certificates – Boards are able to access all credit information entered for individual learners

Physicians can access a CME transcript from activities entered

Eventually, planners will not need to issue certificates to physicians





Changes for Joint Providers

For MMET to report physician credit, joint providers must:

- Update evaluation form to collect additional information from physicians
- Prepare and submit a Spreadsheet for Learners Claiming CME



Updating the Evaluation Form

Whether digital or on paper, the evaluation form will need to ask for additional information from physicians.

Please note that this information is only required for those physicians (MD/DOs) wishing to have CME Credits reported on their behalf.



Birthdate (MM/DD)



License ID Number (DO or MD) and State



Number of Credits Claimed



Agreement to have credits reported on their behalf

Updating the Evaluation Form

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*



Changes for Joint Providers

For MMET to report physician credit, joint providers must:

- Update evaluation form to collect additional information from physicians
- Prepare and submit a Spreadsheet for Learners Claiming CME



Physicians Claiming CME Spreadsheet



- Download from MMET Activity Downloads webpage.
- Complete with physician licensing information and credits claimed.
- Filled out only for physicians (MDs and DOs) who have agreed to allow MMET to report their earned credit.
- To be submitted digitally with Post-CME Activity Materials.

After the Activity

Note: It is the responsibility of the joint provider to issue CME Certificates to physicians (MDs and DOs) and Participation Certificates to non-physicians (all other health professionals) as requested .

Submit the following documents:

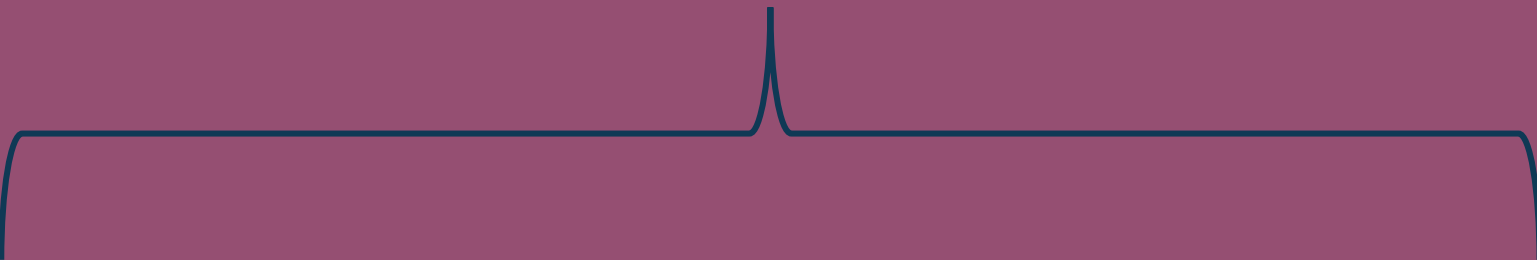
1. [Post-CME Activity Report](#) (updated 1/6/2023) that includes the **number of physicians** and **number of other learners** that participated and **financial reports**.
2. **Attendance record** that includes the **names** of the attendees. Attendance can be submitted as copies of sign-in sheets or an electronic attendance record.
3. [Physicians Claiming CME Spreadsheet](#). Complete this spreadsheet only for physicians who want to be awarded CME for the activity AND have given their permission for the MMET to report their earned credits.
4. **Evaluation Summary** or copies of completed evaluation forms that document the changes learners intend to make as a result of the learning activity.
5. **Proof of disclosure of the presence or absence of relevant financial relationships to learners**. (e.g., a slide that presented the disclosure, disclosure on a sign in sheet, or a verbatim record for verbal disclosures). See the [Standards for Integrity and Independence](#) for more information on disclosures.

	A	B	C	D	E	F	G	H	I
1	Complete column with "Add" for all learners	Leave Blank - to be filled out by MMET	Date of activity completion (month/day/year)			Month and day only, do not include year. Format as MM/DD (ex. 03/14)	If you are reporting CME completion only, fill out columns A-I and stop here.		
2	Record Action	ACCME Activity ID	Completion Date	First Name	Last Name	Date of Birth	Licensing State	Licensing ID or NPI	Number of CME Credits
3	Add		6/30/2022	John	Smith	09/10	Maine	1234567	5
4	Add		6/30/2022	Jane	Doe	10/18	California	7654321	4
5	Add		6/30/2022	MOC	Learner	05/25			
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									

Physicians Claiming CME Spreadsheet

After collecting information from participants in the evaluation forms, transfer the data to learner spreadsheet.

The Spreadsheet has space for reporting both CME and MOC.
 If reporting just CME, use only columns A-I.



Record	ACCME	Completion Date	First Name	Last Name	Date of Birth	Licensing State	Licensing ID or NPI	Number of CME Credits	Certifying Board	Certifying Board ID	Total Board Credits	Credit Type	Credits Awarded for Credit Type	Additional Credit Type	
1	Required for all learner submissions														
2	Add	202212345	6/30/2022	All	Learner	09/10	Maine	1234567	5	ABIM	999999	5	Medical Knowledge	5	Practice Assessment
3	Add	202212345	6/30/2022	CME	Learner	10/18	California	7654321	5						
4	Add	202212345	6/30/2022	MOC	Learner	05/25				ABOHNS	8888888	5	Self-Assessment	5	
5															
6															
7															
8															
9															

Physicians Claiming CME Spreadsheet

The first three lines provide examples for how to enter data for reporting CME and MOC. They can be deleted before submitting the file. Do not delete any columns.

All learner information is required.

	A	B	C	D	E	F	G	H	I
1	Complete column with "Add" for all learners	Leave Blank - to be filled out by MMET	Date of activity completion (month/day/year)			Month and day only, do not include year. Format as MM/DD (ex. 03/14)	If you are reporting CME completion only, fill out columns A-I and stop here.		
2	Record Action	ACCME Activity ID	Completion Date	First Name	Last Name	Date of Birth	Licensing State	Licensing ID or NPI	Number of CME Credits
3	Add		6/30/2022	John	Smith	09/10	Maine	1234567	5
4	Add		6/30/2022	Jane	Doe	10/18	California	7654321	4
5	Add		6/30/2022	MOC	Learner	05/25			
6	Add		1/13/2023	Luke	Skywalker	11/23	Maine	246810	1
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									



Physicians Claiming CME Spreadsheet

Add a participant. Leave the ACCME Activity ID Column blank.
 Highlighted areas mark fields to be filled in.

<p>If you are reporting MOC/CC fill out these columns. At least one credit type is required to report the learner for MOC/CC. If the learner is dual-certified, repeat these columns for each certifying board to which the learner completion should be reported. Please note that amounts of credit in one row are not additive. See the Reference tab for more information about how to list credit types.</p>											
Number of CME Credits	Certifying Board	Certifying Board ID	Total Board Credits	Credits Awarded for Credit Type	Additional Credit Type	Credits Awarded for Additional Credit Type	Credits Awarded for Additional Credit Type	Credits Awarded for Additional Credit Type	Credits Awarded for Additional Credit Type	Credits Awarded for Additional Credit Type	Credits Awarded for Additional Credit Type
5	ABIM	999999	5	Medical Knowledge	5	Practice Assessment	5	Patient Safety	5		
4	ABOHNS	888888	5	Self-Assessment	5						
1											

Physicians Claiming CME Spreadsheet

Can report MOC on the Spreadsheet
 Do not delete any columns.

Implementing Changes



- Activities approved from this date forward will require the submission of an evaluation form that includes the questions necessary to collect the required information from physicians.

- Regularly Scheduled Series that have already been approved should update their evaluations by March 31, 2023 and submit the “Physicians Claiming CME Spreadsheet” for each subsequent session.

- Enduring materials should update their evaluations by March 31, 2023 and submit a “Physicians Claiming CME Spreadsheet” on a quarterly basis in April, July, October, and January.

Continue to:

- Submit an attendance list because not all participants are physicians claiming CME Credit
- Report the number of physicians and other learners on the Post-CME Activity Form
- Issue certificates to learners for the time being

Agenda

Learner Reporting

Updating the Evaluation Form

Physicians Claiming CME
Spreadsheet

CME Passport

Reporting Government
Grant Money

Removing the Activity
Monitoring Form Requirement

MMET Guide to the CME
Activity Approval Process



A group of people in a meeting, with a woman in the foreground looking up and smiling. Several people in the background are holding up colorful sticky notes (pink, blue, green) on a wall. The scene is brightly lit, suggesting a collaborative work environment.

**How many of you are familiar
with CME Passport?**

What is CME Passport?

CME Passport is an online database that can house both CME Activities and Learner CME Transcripts.

It is not a requirement to include your activity on CME Passport or for physicians to create an account, but there are benefits to providers, planners, and learners.

Take control of your CME

- Find CME and track your CME credits
- Generate CME transcripts
- Focus on your patients – not paperwork

Benefits of Using CME Passport

Can this activity be advertised on our website under the MMET CME Activity Offerings page and included on CME Passport?

CME Passport allows physicians to search for CME activities by area and type. Find out more at <https://www.cmepassport.org/>

Yes No

If yes, please provide a website where learners can find more information about this activity:

FREE ADVERTISING FOR ACTIVITIES

Planners can select whether to include their activity in CME Passport on the CME Activity Application.


Must enter a URL if selecting to include the activity on CME Passport

Learners can search for activities on CME Passport.


This allows the activity to potentially reach a wider audience.

FEATURED ACTIVITY SEARCHES


[COVID-19](#) →

 Activities related to diagnosis, treatment and research of COVID-19


[Pain Management](#) →

 Activities related to pain management, safer controlled substance prescribing and opioid medications

[Free And Online Accredited Continuing Education](#) →

 Free continuing education you can complete online

[Education That Counts For Board Certification](#) →

 Activities that offer Maintenance of Certification or Continuous/Continuing Certification credit

Specialty Search Keyword Search [Browse All Activities](#) →

Search Activities... →

Benefits of Using CME Passport

Search Activity →

[Apply selected filter\(s\)](#)

Filter By: [Clear All](#)

Specialty	+
Certifying Boards	+
Activity Format	+
Educational Delivery Method	+


LEARNERS CAN FIND ACTIVITIES

Learners can search a database of activities from around the nation to find ones that meet their needs.

This includes both live and enduring materials and activities offering MOC.

A filter allows them to narrow their search.

Anyone can use the search tool.

 Create an account to track and manage your CME transcripts. [Create an Account](#)

Benefits of Using CME Passport

Create an account – and take control of your CME.

- ✓ No need to keep track of your credits yourself – your CME provider can report your CME and MOC credits to your account.
- ✓ Track your CME and MOC credits.
- ✓ Generate a transcript to send to your licensing and certifying boards, credentialing authorities or employer.
- ✓ CME Passport will automatically report your CME and MOC credits to licensing and certifying boards collaborating with the ACCME.

[Learn More](#)

EMAIL *

PASSWORD *

CONFIRM PASSWORD *


Already have an account? [Log In](#) [Create Account](#)

LEARNERS CAN MANAGE THEIR CME CREDITS

CME Passport allows learners to keep track of the credits they earn.

As providers upload credits earned in PARS, learners can view a transcript of their credits if they create an account.

Potentially reduces time spent issuing CME Certificates and handling inquiries regarding certificates.

 Create an account to track and manage your CME transcripts. [Create an Account](#)

Benefits of Using CME Passport

Create an account – and take control of your CME.

- ✓ No need to keep track of your credits yourself – your CME provider can report your CME and MOC credits to your account.
- ✓ Track your CME and MOC credits.
- ✓ Generate a transcript to send to your licensing and certifying boards, credentialing authorities or employer.
- ✓ CME Passport will automatically report your CME and MOC credits to licensing and certifying boards collaborating with the ACCME.

[Learn More](#)

EMAIL *

PASSWORD *

CONFIRM PASSWORD *

Already have an account? [Log In](#) [Create Account](#)

CREDIT REPORTING

The State of Maine Board of Licensure in Medicine and the Maine Board of Osteopathic Licensure are 2 of 9 state boards (and growing) that have collaborated with the ACCME to use CME Passport for reporting physician credit.

This reduces the administrative burden on physicians for tracking and reporting their credits. Physicians can download a transcript and email it directly to the Board if necessary.

Create an account to track and manage your CME transcripts.

Create an Account

Benefits of Using CME Passport

TRACKS CME CREDITS FROM ALL REPORTING PROVIDERS

- American Board of Anesthesiology (ABA)
- American Board of Internal Medicine (ABIM)
- American Board of Ophthalmology (ABO)
- American Board of Otolaryngology–Head and Neck Surgery (ABOHNS)
- American Board of Pathology (ABPath)
- American Board of Pediatrics (ABP)
- American Board of Surgery (ABS)

Physicians often earn CME credits from a variety of providers.

CME Passport is able to act as a single source of CME Credits earned if all providers are entering learner data into PARS.

MOC is also reported to all collaborating certifying boards.

Informing Learners of Using CME Passport



by ACCME™

The CME Provider Passport Mark can be included on announcements and brochures to let learners know that the credits will be available on their CME Passport Transcript.

The Mark can be downloaded from the [ACCME website](#).

Informing Learners of Using CME Passport



by ACCME™

The following language can be used on activities to accompany the CME Passport Provider Mark:

"The CME credits that physicians earn from this activity will be submitted to ACCME's CME Passport, a free, centralized web application where you can create a personalized account to view, track, and generate transcripts of your reported CME credit.

Visit www.cmepassport.org to create your account."

Agenda

Learner Reporting

Updating the Evaluation Form

Physicians Claiming CME
Spreadsheet

CME Passport

Reporting Government Grant
Money

Removing the Activity
Monitoring Form
Requirement

MMET Guide to the CME
Activity Approval Process



Registration Fees If this activity included a registration fee, please report the following:	Cost of registration:	<input type="text"/>
Advertising/Exhibitors If this activity included advertising and/or exhibiting fees, please report the following:	Total income from registration fees:	<input type="text"/>
Government Grant Monies Received If this activity received federal, state, or local government grant money, please report the following:	Total amount of government grant money received:	<input type="text"/>
Grant Monies/In-Kind Support from Ineligible Companies	If this activity was supported by grants either monetary or in kind, from ineligible companies, complete a Commercial Support Tracker sheet and submit along with this Post-Activity Form. Proof of commercial support disclosure to learners. (e.g., a slide that presented the disclosure, disclosure on a sign in sheet).	
All Other	Attendee list with names of ALL participants	

Reporting Government Grant Money

- Report Government Grant Money Received on the Post-Activity Report Form

- The MMET is responsible for reporting monetary grants received from federal, state, or local governmental agencies for CME Activities to the ACCME.
- Do not need to account for the allocation of the money received.
- Money is reported as a total for the year, not on an individual activity level.

The Activity Monitoring Form is No Longer Required

This form was completed for each activity to comply with an old standard that is no longer a requirement.

Continue to ensure disclosures are being made and presentations are free from bias.

Agenda

Learner Reporting

Updating the Evaluation Form

Physicians Claiming CME
Spreadsheet

CME Passport

Reporting Government
Grant Money

Removing the Activity
Monitoring Form Requirement

**MMET Guide to the CME
Activity Approval Process**



MMET Guide to the CME Activity Approval Process

Includes information and instructions on

- Submitting for Approval
- Instructions for During the Activity
- Post-Activity Requirements

Maine Medical Education Trust

Guide to the CME Activity Approval Process

MMET as the Accredited CME Provider

The Maine Medical Education Trust is accredited by the Maine Medical Association's Committee for Continuing Medical Education and Accreditation (CCMEA) to provide continuing medical education for physicians. The MMET approves Continuing Medical Education activities for eligible companies, engaging in joint providership with those companies.

The MMET abides by the Accreditation Council for Continuing Medical Education's (ACCME's) Core Criteria and Standards for Integrity and Independence and the American Medical Association's (AMA's) Credit System Requirements.

Activities approved by the MMET provide AMA PRA Category 1 Credit(s)[™] for MDs and DOs. Non-physician health professionals and other participants may not be awarded AMA PRA Category 1 Credit[™]. However, documentation of participation may be issued to non-physicians that states that the activity was certified for AMA PRA Category 1 Credit[™].

An eligible organization that wishes to participate as a joint provider with the MMET to provide CME for physicians, must complete and submit all activity application materials, collect required materials during the approved activity, abide by the Standards for Integrity and Independence, and submit post-activity materials to the MMET in a timely manner.

The MMET approves live activities that take place either on the internet or in-person, enduring materials, and regularly scheduled series. Activities for MOC can also be approved for specific boards.

Eligible Companies

The MMET may only engage in joint providership with eligible companies. An eligible company is one whose mission and function are to (1) provide clinical services directly to patients; or (2) provide education for healthcare professionals; or (3) other organizations that are not otherwise ineligible.

Examples of additional eligible organizations include:

- Ambulatory procedure centers
- Blood banks
- Diagnostic labs that do not sell proprietary products
- Electronic health records companies
- Government or military agencies
- Group medical practices
- Health law firms
- Health profession membership organizations
- Hospitals or healthcare delivery systems
- Infusion centers
- Insurance or managed care companies
- Nursing homes
- Publishing or education companies
- Rehabilitation centers
- Schools of medicine or health science universities
- Software or game developers



Inside this Guide

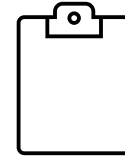
- [Eligible Companies](#)
- [Ineligible Companies](#)
- [Activity Approval Fees](#)
- [Activity Application](#)
- [Desirable Physician Attributes](#)
- [Clinical Content Validation Standards for Integrity and Independence](#)
- [Activity Types](#)
- [What Counts for CME](#)
- [Opioid Prescribing Education](#)
- [Speaker Credentials](#)
- [Faculty Disclosure Forms](#)
- [Non-Clinical Topics](#)
- [Mitigation Strategies](#)
- [Disclosure to Learners](#)
- [Disclosure Statements](#)
- [Commercial Support](#)
- [Promotional Materials](#)
- [Enduring Materials](#)
- [Regularly Scheduled Series](#)
- [AMA Credit Statement](#)
- [Opioid Prescribing Statement](#)
- [Amendments](#)
- [Evaluation Forms](#)
- [CME Certificate](#)
- [Certificates for Non-Physicians](#)
- [Applying for MOC](#)
- [CME Passport](#)
- [Application Submission](#)
- [During the Activity](#)
- [Managing Ancillary Activities](#)
- [Post-Activity Materials](#)
- [Contact Information](#)

Inside this Guide

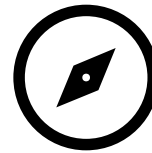
- [Eligible Companies](#) 1
- [Ineligible Companies](#) 2
- [Part 1: CME Application](#) 2
- [Activity Approval Fees](#) 3
- [Activity Application](#) 3
- [Desirable Physician Attributes](#) 4
- [Clinical Content Validation Policy](#) 5
- [Standards for Integrity and Independence](#) 5
- [Activity Types](#) 6
- [What Counts for CME](#) 6
- [Opioid Prescribing Education](#) 7
- [Speaker Credentials](#) 8
- [Faculty Disclosure Forms](#) 8
- [Non-Clinical Topics](#) 8
- [Mitigation Strategies](#) 9
- [Disclosure to Learners](#) 9
- [Disclosure Statements](#) 10
- [Commercial Support](#) 11
- [Promotional Materials](#) 12
- [Enduring Materials](#) 12
- [Regularly Scheduled Series](#) 13
- [AMA Credit Statement](#) 13
- [Opioid Prescribing Statement](#) 13
- [Amendments](#) 13
- [Evaluation Forms](#) 13
- [CME Certificate](#) 14
- [Certificates for Non-Physicians](#) 14
- [Applying for MOC](#) 15
- [CME Passport](#) 16
- [Application Submission](#) 16
- [Part 2: During the Activity](#) 17
- [Part 3: Post Activity](#) 18
- [Managing Ancillary Activities](#) 18
- [Post-Activity Materials](#) 19
- [Contact Information](#) 20

Next Steps

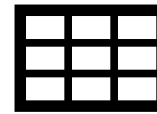
Begin making changes now to prepare for upcoming activities



Update Evaluation Form



Download the MMET Guide to the CME Activity Approval Process



Download the Physicians Claiming CME Spreadsheet



Add the CME Passport Mark to Brochures and Announcements



Encourage Physicians to Create a CME Passport Account

LEGO PAIN ASSESSMENT TOOL

0 1 2 3 4 5 6 7 8 9 10

NO PAIN

MILD PAIN

MODERATE PAIN

SERIOUS PAIN

SEVERE PAIN

WORST PAIN POSSIBLE



Alert
Smiling

No humor
serious
flat

Frown
Sad eyebrows
Single tear

Intense stare
Grimace

Bulged eyes
Audible screams
Palpable fear

Agonizing screams
Face distorted
beyond recognition

NO PAIN

CAN BE IGNORED

INTERFERES WITH TASKS

INTERFERES WITH CONCENTRATION

UNBEARABLE

DEATH IMMINENT

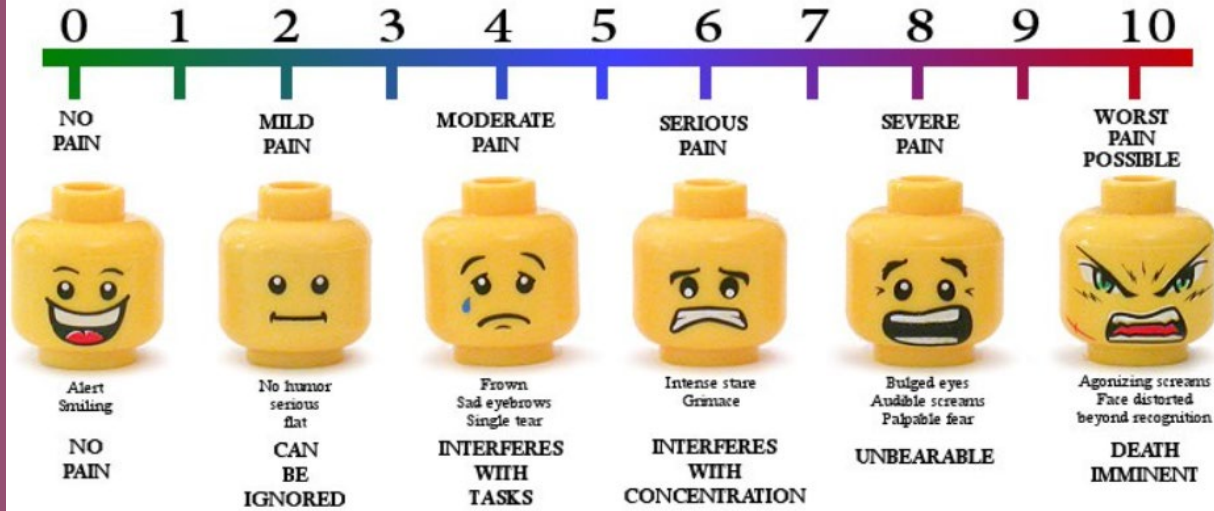
Created by Brendan Powell Smith www.TheBrickTestament.com This chart is not sponsored, authorized, or endorsed by the LEGO Group.

Check-In

On the Scale of Lego Pain, How painful do you think the changes discussed today will be for you and your organization?

Enter Your Responses in the Poll.

LEGO PAIN ASSESSMENT TOOL



Created by Brendan Powell Smith www.TheBrickTestament.com This chart is not sponsored, authorized, or endorsed by the LEGO Group.

What do you see as the greatest benefits to Learner Reporting?

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

Check-In

What additional support do you think you might need to make these changes?

Enter Your Responses in the Whiteboard.

Questions?

Contact

Elizabeth Ciccarelli, Director of Continuing Medical Education

Maine Medical Education Trust

eciccarelli@mainemed.com

Office Hours

Mondays from 9-10am
Beginning Monday, January 23rd
Zoom Link to be Sent

Next Upcoming Session

Issuing Certificates – Updates to the CME Process
– Monday, February 6th at 10am

Contact

Elizabeth Ciccarelli, Director of Continuing Medical Education
Maine Medical Education Trust
eciccarelli@mainemed.com