

## **Hanley Center Guide to Faculty Development Credit**

The Hanley Center for Health Leadership and Education is pleased to offer Faculty Development Credit to physicians for the learning that occurs in the preparation and teaching of an original presentation at a live activity certified for *AMA PRA Category 1 Credits™*.

### **Who Can Claim Faculty Development Credit**

The following guidelines must be met to claim Faculty Development Credit:

- Presenters wishing to claim Faculty Development Credit must be either an MD or a DO
- The individual claiming the credit must both prepare and teach the presentation.
- The presentation must be the applicant's own original creation.
- The applicant cannot claim credit for the same presentation more than once.
- The activity in which the applicant is teaching must be a live activity – either virtual or in-person.

*AMA PRA Category 1 Credit(s)™* are awarded on a 4:1 ratio of credits to presentation time. For example, if a presentation is 1 hour, then *4 AMA PRA Category 1 Credit(s)™* may be awarded. If the presentation time is 1.5 hours, then *6 AMA PRA Category 1 Credit(s)™* may be awarded.

### **How to Claim Faculty Development Credit**

To claim Faculty Development Credit, the physician must complete the **Faculty Development Credit Application** which can be found on the Hanley Center Joint Providership page or requested from Elizabeth Ciccarelli, the Hanley Center Director of Continuing Medical Education at [eciccarelli@mainephysicians.org](mailto:eciccarelli@mainephysicians.org).

The Faculty Development Credit Application is designed to be started before or during the development of the presentation. It is then completed after the presentation as the physician is required to reflect on their learning and teaching. Faculty Development Credit Applications submitted prior to the presentation will not be accepted.

### **Application Fees**

A fee is charged for the processing of the Faculty Development Credit Application and awarding of *AMA PRA Category 1 Credit(s)™*.

- \$30 for Maine Medical Association (MMA) Members
- \$60 for Non-MMA Members

Payments can be made by check or by credit card. If a payment is not received with the Application, an invoice will be sent to the applicant. The payment can be made by organizations or by individual physicians.

Checks may be made payable to the **Hanley Center for Health Leadership and Education**.

## **What to Submit**

The application will be considered complete when all the following have been submitted and received:

- Faculty Development Credit Application
- A copy of the page(s) used by the provider to announce or describe the activity which includes the name of the speaker, accredited CME provider, AMA Credit Designation Statement, date, and location of the activity.
- Payment

All materials can be submitted electronically to Elizabeth Ciccarelli, Director of Continuing Medical Education at [eciccarelli@mainephysicians.org](mailto:eciccarelli@mainephysicians.org) or mailed to the address below:

Elizabeth Ciccarelli  
Director of Continuing Medical Education  
Hanley Center for Health Leadership and Education  
P.O. Box 190  
Manchester, ME 04351

## **Approval**

Upon approval, the applicant will receive a CME Certificate via email from the Director of Continuing Medical Education indicating the number of credits that have been awarded.