

CME for Maintenance of Certification (MOC)

*Activity Planning Worksheet*

The ACCME developed this planning worksheet for accredited providers to use internally to help better understand how they can feel more confident about meeting the certifying boards requirements to register their CME activities as offering Continuing Certification, also known as Maintenance of Certification (MOC), credit.

Please note that this is not an official form to submit to the ACCME. In the event an activity is selected for review you will be sent instructions and an abstract to complete. This tool is designed to assist accredited providers in their planning and implementation of MOC activities and can help keep track of requirements.

If you have questions, please first see the [CME for MOC Program Guide](http://www.accme.org/publications/cme-for-moc-program-guide) which details the board requirements in depth. If you have further questions about specific requirements, please contact the ACCME at info@accme.org.

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| --- | --- | --- | --- |
| **** | **Requirement** | **Example(s) of acceptable evidence** | **Board comments** |
| **Accredited CME** |
| [ ]  | 1. | The activity is directly/jointly provided by an organization accredited within the ACCME system. | This requirement is met by any accredited CME activity. | Required for all boards and all MOC credit types. |
|  | **Notes** | *Providers can enter information about the activity in the notes field for their reference.* |
|[ ]  2. | The activity is designated for *AMA PRA Category 1* *Credit*™. | This requirement is met by any accredited CME activity. | Required for all boards and all MOC credit types. |
|  | **Notes** | Click or tap here to enter text. |
|[ ]  3. | The activity is planned in the context of one or more of the ABMS/ACGME Competencies. | This requirement is met by any accredited CME activity. | Required for all boards and all MOC credit types. |
|  | **Notes** | Click or tap here to enter text. |
|[ ]  4. | Activity is relevant to board learners | A description of the professional practice gap and educational need for the activity. | Required for all boards and all MOC credit types. |
|  | **Notes** | Click or tap here to enter text. |
|[ ]  5. | Free of commercial bias and control of a commercial interest | All accredited CME must meet this requirement, per [ACCME Standards for Commercial Support: Standards to Ensure Independence in CME Activities](http://www.accme.org/publications/accme-standards-for-commercial-support).SM  | Required for all boards and all MOC credit types. |
|  | **Notes** | Click or tap here to enter text. |
|[ ]  6. | Learner evaluation | A description of how the evaluation is conductedA copy of the evaluation tool (e.g., multiple–choice, fill-in-the-blank, or longer-form tests; written or shared responses; or other formative and summative content-relevant exercises) | Required for all boards and all MOC credit types.Please see the [MOC Evaluation Guide](http://www.accme.org/publications/cme-for-moc-evaluation-guide) for examples. |
|  | **Notes** | Click or tap here to enter text. |
| **Accredited CME with Evaluation and Feedback** |
|[ ]  7. | Participation threshold | A description of the minimum participation threshold (e.g., score, correct written or shared response, etc.) | Required for all boards with this credit type. |
|  | **Notes** | Click or tap here to enter text. |
|  | 8. | Learner feedback | A description of the process by which feedback was provided to learnersA copy of the feedback tool or sample of feedback provided to learnersVerification that the learners successfully met the minimum participation threshold for the activity | Required for all boards with this credit type. |
|  | **Notes** | Click or tap here to enter text. |
| **Accredited CME Improvement Activity** |
|[ ]  9. |  | A description of how the activity addresses a quality or safety gap | Required for all boards with this credit type. |
|  | **Notes** | Click or tap here to enter text. |
|[ ]  10. |  | A description of how the activity is designed to assess/improve quality of practice | Required for all boards with this credit type. |
|  | **Notes** | Click or tap here to enter text. |
|[ ]  11. |  | A description of the specific, measurable aims for improvement | Required for all boards with this credit type. |
|  | **Notes** | Click or tap here to enter text. |
|[ ]  12. |  | A description of the interventions intended to result in improvement | Required for all boards with this credit type. |
|  | **Notes** | Click or tap here to enter text. |
|[ ]  13. |  | A description of how the data collection and analysis assesses the impact of the interventions | Required for all boards with this credit type. |
|  | **Notes** | Click or tap here to enter text. |
| **Accredited Patient Safety CME**  |
|[ ]  14. | Patient Safety | Demonstration that the activity addressed either foundational knowledge of patient safety or prevention of adverse events. | Required for all boards with this credit type.  |
|  | **Notes** | Click or tap here to enter text. |
| **Additional Requirements** |
|[ ]  Collect permission to share learner data | Evidence that physician learners were informed that their participation information would be shared with their Board via ACCME’s PARS prior to the start of the activity | Required for all boards. |
|  | **Notes** | Click or tap here to enter text. |
|[ ]  Statement of MOC Recognition | Evidence that a statement outlining the name of the board, type and amount of credit was provided to learners prior to the start of the activity | Required for all boards.Each board’s statement can be found in the [CME for MOC Program Guide](http://www.accme.org/publications/cme-for-moc-program-guide). |
|  | **Notes** | Click or tap here to enter text. |
| **Board Specific Planning and Audit Requirements** |
|[ ]  ABIM Content peer review | Verification that the content of the activity was peer-reviewed by two clinician reviewers who were not the original authors/presenters, including their names, credentials, affiliations and qualificationsThe results/conclusions of the reviewers | Only required for ABIM, for all activity types except Internet Searching and Learning, Performance Improvement and Test Item Writing. |
|[ ]  ABIM Test writing committee process | A description of the committee process that was utilized, including the number of members of the committee | Only required for ABIM for test item writing activities. |