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SELF-STUDY REPORT OUTLINE FOR INITIAL ACCREDITATION

For reference by organizations receiving initial accreditation decisions

in March, July, and November 2025

This document includes the questions that organizations will be asked to respond to in completing the Self-Study Report. **It is provided for informational purposes only. The ACCME reserves the right to modify questions for clarity and completeness at any time.**

In the Self-Study Report, you will provide the information requested in concise narrative explanations and statements, in tables provided, and with uploaded documents (maximum size of 25MB per document) to verify that your CME program meets the ACCME’s requirements. We encourage you to be succinct, answer the questions directly, and avoid extraneous information. Provide uploads only where requested. Do not upload miscellaneous documents to the document tabs in the online forms. **Miscellaneous documents that are not requested will not be reviewed.**

**ACCME and CMA-accredited providers:**

All information and materials must be submitted in the ACCME’s Program and Activity Reporting System (PARS), [**https://parsa.accme.org/**](https://parsa.accme.org/). This outline has been created to assist you in navigating the online Self-Study Report in PARS.

# PROLOGUE

## CME PROGRAM HISTORY

**Enter a brief history of your continuing medical education program.**

Enter Response Here

## ORGANIZATIONAL CHART

**Upload an organizational chart that shows the leadership and structure of your CME program.**

# CME MISSION AND PROGRAM IMPROVEMENT

## [MISSION](https://www.accme.org/accreditation-rules/accreditation-criteria/mission)

**Enter the expected results component of your CME mission statement. The expected results must be articulated in terms of competence, performance, or patient outcomes.**

Enter Response Here

## [PROGRAM ANALYSIS](https://www.accme.org/accreditation-rules/accreditation-criteria/program-analysis)

**Describe your conclusions on the degree to which you have met the expected results of your mission. *These conclusions should be based on the data you have obtained to support your analysis of learner change across your overall program of accredited activities.***

Enter Response Here

## [PROGRAM IMPROVEMENTS](https://www.accme.org/accreditation-rules/accreditation-criteria/program-improvements)

**Describe the needed or desired changes in the overall program required to improve your ability to meet your CME mission that have been identified, planned, and implemented during the accreditation term.**

Enter Response Here

# EDUCATIONAL PLANNING AND EVALUATION

## [EDUCATIONAL NEEDS](https://www.accme.org/accreditation-rules/accreditation-criteria/educational-needs)

**Describe what you do to ensure your organization identifies the professional practice gaps of your learners and the educational needs that underlie the practice gaps.**

Enter Response Here

## [DESIGNED TO CHANGE](https://www.accme.org/accreditation-rules/accreditation-criteria/designed-change)

**Describe what you do to ensure your organization designs activities to change the competence, performance, or patient outcomes of your learners.**

Enter Response Here

## [APPROPRIATE FORMATS](https://www.accme.org/accreditation-rules/accreditation-criteria/appropriate-formats)

**In addition to identifying the educational formats that you choose, explain why these formats are appropriate for the settings, objectives, and desired results of your activities.**

Enter Response Here

## [COMPETENCIES](https://www.accme.org/accreditation-rules/accreditation-criteria/competencies)

**Describe what you do to ensure your activities/educational interventions are developed in the context of desirable physician attributes (competencies).**

Enter Response Here

## [ANALYZES CHANGE](https://www.accme.org/accreditation-rules/accreditation-criteria/analyzes-change)

**Describe the strategies you use to obtain data on changes in learners’ competence, performance, or patient outcomes across your overall program of accredited activities.**

Enter Response Here

**Based on the data obtained on learner change, describe your conclusions as to whether or not you were able to change learner competence, performance or patient outcomes across your overall program of accredited activities.**

Enter Response Here

# STANDARDS FOR INTEGRITY AND INDEPENDENCE IN ACCREDITED CONTINUING EDUCATION

## [STANDARD 1: ENSURE CONTENT IS VALID](https://www.accme.org/accreditation-rules/standards-for-integrity-independence-accredited-ce/standard-1-ensure-content-valid)

**Describe what you do to ensure that the content of CME activities and your accredited CME program meet all four elements of Standard 1.**

Enter Response Here

## [STANDARD 2: PREVENT COMMERCIAL BIAS AND MARKETING IN ACCREDITED CONTINUING EDUCATION](https://www.accme.org/accreditation-rules/standards-for-integrity-independence-accredited-ce/standard-2-prevent-commercial-bias-and-marketing-accredited-continuing)

**Describe what you do to ensure that the content of your accredited activities and your accredited CME program meet expectations of elements 1 AND 2 of Standard 2.**

Enter Response Here

**Describe what you do to ensure that names or contact information of learners are not shared with any ineligible company or its agents without the explicit consent of learners.**

Enter Response Here

## [STANDARD 3: IDENTIFY, MITIGATE, AND DISCLOSE RELEVENT FINANCIAL RELATIONSHIPS](https://www.accme.org/accreditation-rules/standards-for-integrity-independence-accredited-ce/standard-3-identify-mitigate-and-disclose-relevant-financial-relationships)

**It is expected that all providers have processes in place to identify, mitigate and disclose all relevant financial relationships for all individuals in control of content, even if some or all of the provider’s activities meet the Standard 3 Exceptions, including accredited education that is non-clinical, where the learner group is in control of content, and/or self-directed education where the learner controls their educational goals.**

**Describe the process(es) you have in place to collect information from all planners, faculty, and others in control of educational content about all financial relationships with ineligible companies to meet the expectations of Standard 3.1 and that your process includes:**

**a) the complete definition of an ineligible company and**

**b) the individual completing the form/mechanism is instructed to include ALL financial relationships with ineligible companies for the prior 24 months.**

Enter Response Here

**Does your organization use employees or owners of ineligible companies in its accredited activities?**

*Choose an item.*

**If yes, describe the process(es) you have in place to meet the expectations of Standard 3.2 (a-c).**

Enter Response Here

**Describe the process(es) you use to determine which financial relationships are relevant to the educational content.**

Enter Response Here

**Describe the method(s) you use to mitigate all relevant financial relationships for individuals involved in the planning of CME activities, such as planner/editor/reviewer roles.**

Enter Response Here

**Describe the method(s) you use to mitigate all relevant financial relationships for individuals with speaker/author/moderator/facilitator roles.**

Enter Response Here

**Describe the method(s) you use to inform learners of the presence or absence of relevant financial relationships of all individuals in control of content.**

Enter Response Here

**Describe the method(s) you use to inform learners that all relevant financial relationships have been mitigated.**

Enter Response Here

## Describe what you do to ensure that your organization does NOT engage in joint providerships with ineligible companies.

Enter Response Here

## [STANDARD 4: MANAGE COMMERCIAL SUPPORT APPROPRIATELY](https://www.accme.org/accreditation-rules/standards-for-integrity-independence-accredited-ce/standard-4-manage-commercial-support-appropriately)

**Does your organization accept commercial support\*?**

***\*Commercial support is defined in Standard 4 as financial or in-kind support from ineligible companies in direct support of accredited education.***

**PLEASE NOTE: This does not include fees for advertising and exhibits.**

Choose an item.

**If yes, describe what do you do to ensure your organization meets the expectations of all four elements of Standard 4.**

Enter Response Here

## [STANDARD 5: MANAGE ANCILLARY ACTIVITIES OFFERED IN CONJUNCTION WITH ACCREDITED CONTINUING EDUCATION](https://www.accme.org/accreditation-rules/standards-for-integrity-independence-accredited-ce/standard-5-manage-ancillary-activities-offered-conjunction-accredited)

**Does your organization offer ancillary activities, including advertising, sales, exhibits, or promotion for ineligible companies and/or nonaccredited education in conjunction with your accredited CE activities?**

Choose an item.

**If yes, describe what you do to ensure that your organization meets the expectations of all three elements of Standard 5.**

Enter Response Here

# ACCME POLICIES

## [CME ATTENDANCE RECORDS RETENTION POLICY](https://www.accme.org/accreditation-rules/policies/cme-activity-and-attendance-records-retention)

**Describe the mechanism your organization uses to record and verify physician participation for six years from the date of your accredited activities.**

Enter Response Here

**AND**

**Upload an example of the information or report(s) your mechanism can produce for an individual participant.**

## [CME ACTIVITY RECORDS RETENTION POLICY](https://www.accme.org/accreditation-rules/policies/cme-activity-and-attendance-records-retention)

**Describe what your organization does to ensure that activity files/records of CME activity planning and presentation are retained during the current accreditation term or for the last twelve months, whichever is longer.**

Enter Response Here