

May 27, 2009

We are excited to announce a change in the Regularly Scheduled Series (RSS) application process. This is a result of our continuing efforts to improve efficiency, reduce the paperwork burden, and increase the CME staff's ability to provide improved consultation services. In the 2009/2010 academic year, we will begin implementing a new plan to place all the RSS activities into one of two, two-year application cycles.

The transition to the two-year application cycles will involve:

- A random selection from the applications approved for the 2009/2010 academic year to assign half of the applications to the first two-year cycle.
- The remaining half of the applications will be approved for one year.
- The applications that are approved for a one-year term this year, will be assigned to a two-year cycle that will begin in the 2010/2011 academic year.
- Letters will be sent that indicate the assignment status of each application.
- In Spring 2010, you will receive an email reminder of your status. If it is a non-application year, you will be expected to meet the conditions listed below.
- As new applications are received each year, they will be placed into the upcoming two-year cycle.

In order to receive credits for the second year of the two-year application period, the following conditions must be met during the non-application year:

- An evaluation must be performed to assess the effectiveness of the RSS activity over the past year as specified in the ACCME criteria for compliance.
- An evaluation summary must be submitted to the OCME for review that demonstrates compliance with ACCME criteria.
- Annual disclosure forms must be signed for speakers, planners, etc. and a copy sent to the OCME.
- The annual credit fee must be paid for the upcoming year.
- There must be no unresolved compliance issues from the past year (outstanding closing reports, missing documentation, etc.) The OCME reserves the right to require programs who have demonstrated past compliance issues to submit yearly applications.

As per RSS policy, as part of the monitoring process required by ACCME:

- Closing session reports and documentation for each session will continue to be submitted throughout the year.
- Each RSS activity will be audited at least once a year.
- Applications and accompanying documentation must demonstrate compliance with ACCME criteria.

We hope you find this new RSS application process a positive step in helping you to provide high quality CME activities. Please feel free to contact us if we can assist you with your planning, the transition to the two-year cycle, and/or you have concerns or questions.