**To our Program Developers**

Pursuant to making arrangements for Maintenance of Certification (MOC) for ACCME-accredited continuing medical education programming, and in meeting all specifications as published by the American Board of Internal Medicine (ABIM) we present the following guide for program developers, outlining your responsibilities and obligations as well as the CME & PD protocol for confirming CME/MOC credit for learners receiving the educational intervention that has been designated for MOC credit. In regard to stated requirements we reference the ABIM document titled *“ABIM Medical Knowledge Assessment Recognition Program”* found here:

<http://www.abim.org/~/media/ABIM%20Public/Files/pdf/cme-providers/abim-medical-knowledge-assessment-recognition-program.pdf>

**Your Responsibilities**

Based upon these requirements, in addition to completion of the standard CME Accreditation Application you must:

* Plan to present the educational intervention in one of the following formats: live event (which can include courses, internet live courses, regularly schedule series or committee learning); enduring materials; internet enduring materials, journal-based CME, internet searching and learning, test-item writing.

**NOTE: The remainder of this document will focus specifically on live events, enduring materials in any form, and RSS programming; other formats and their requirements will be handled on an individual basis in coordination with CME & PD staff.**

* You and your planning committee must certify that the learning activity is relevant to physicians certified by ABIM, as demonstrated by professional practice gap(s) and content.

**(MOC CONTENT PEER-REVIEW FORM, PROVIDED BY CME, & PD REQUIRED WITH THIS APPLICATION)**

* During the planning process each session of the learning activity must be peer-reviewed by at least two ABIM-certified reviewers you select, who are not the authors of the material.

**(MOC CONTENT PEER-REVIEW FORM, PROVIDED BY CME & PD, REQUIRED WITH THIS APPLICATION)**

* You and your planning committee must provide a comprehensive evaluation component that measures the learner’s change for each identifiable session of the course, consisting of at least five questions. This examination method is limited to multiple choice, fill-in-the-blank, or true-false. Some formats may require your team to score the exam manually, unless the content can be set up for computer-based testing. You must indicate a passing-standard for the evaluation mechanism (e.g., 75% or better correct answers). The correct answers, included in learner feedback, must include rationale for the correct answers with relevant citations in the form of a computer link (active URL) to be attached to the examination form submitted with this application. **(THE EXAMINATION FOR EACH SESSION MUST BE SUBMITTED WITH THIS APPLICATION)**
* You and your planning committee must provide a description of the committee process that was utilized for writing the evaluation mechanism. **(DOCUMENT REQUIRED WITH THIS APPLICATION)**
* At the learning event you must require all learners seeking MOC credit to provide their individual data on a sign-in sheet and then submit that MOC sign in sheet to the CME & PD Office with the other course wrap-up materials.

**(CME & PD WILL PROVIDE THE MOC SIGN IN SHEET WITH THE WELCOME LETTER FOR THE COURSE)**

* You must provide your MOC participants a copy of the course evaluation summary once it becomes available (CME & PD will prepare a computer report based on learner feedback collected at the time they claim CME credit) as verification that feedback was provided to learners.

**(CME & PD WILL PROVIDE THE EVALUATION SUMMARY)**

**CME & PD Responsibilities**

In accepting your completed CME Credit Application and this Addendum for ABIM/MOC credit, the Office of CME & PD will provide the following enhanced accreditation services:

* We will confirm the accuracy and completeness of the application materials as determined by the ABIM requirements referenced above.
* We will provide specialized registration, evaluation and certification procedures related to insuring the learner is properly enrolled, has passed the required post-course examination and receives a certificate (or transcript record) that indicates CME/MOC credit based on ABIM requirements.
* We will, upon completion of the learning intervention, register the course through the PARS (AMA) reporting system as an MOC accredited learning intervention and transmit the completion data to ACCME on behalf of the participant.

**CME/MOC credit application information**

When CME & PD receives the CME credit application and the ABIM-MOC required documents and information described above we will process the materials for approval by the CME & PD Advisory Board. Once all approvals are finalized CME & PD will provide you with an ABIM-MOC accreditation welcome letter for distribution at your planned event.

To recap: please provide, to CME & PD, the following with your completed CME credit application:

 1. Completed MOC Peer-review form for each learning session

 2. Post-course examination (minimum of 5 questions) for each session with indicated pass-rate
 along with examination answers, rationale and citations

 3. A description (1-2 paragraphs) of your exam committee and the procedures followed in creating the post test

After the course is offered you must provide to CME & PD

 4. Sign-in sheets of all attendees seeking ABIM-MOC credit

 5. Attestation that you distributed the post-course evaluation results summary to each learner

Return a copy of this document with your signature and date below (electronic signature acceptable), which indicates 1) your agreement with the protocol described above, 2) that you are attesting you have received a copy of the guide “*ABIM Medical Knowledge Assessment Recognition Program”* and 3) that you agree to follow all requirements as stipulated by the American Board of Internal Medicine in offering accredited ABIM-MOC AMA Category 1 credit for this learning event.

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title of course\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date and location of course \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_