

FAQ on the accreditation of live educational events (LEEs)

For which category of doctors are EACCME credits valid?

For fully qualified medical specialists and general practitioners. EACCME credits may be recognized by other categories of medical professionals. However the EACCME will only accept applications for events whose primary target are fully qualified medical specialists.

To which countries/specialities does EACCME accreditation applies?

EACCME accreditation will apply for all European countries and specialities that have a recognition agreement with the EACCME, and for countries (rest of the world) providing CME/CPD events that will be attended by doctors who reside in Europe.

+ add list of countries/specialities

For which countries can I submit an application with the EACCME?

Europe and the rest of the world except for North America and Canada.

What is meant by Live Educational Event (LEE)?

Meeting, the primary purpose of which is the provision of educational material of a medical nature to doctors, with the aim that they will achieve educational benefit.

The UEMS recognises that some educational activities employ a range of methodologies, hence straddle areas of definition. The EACCME® will consider the accreditation of such activities on the basis of:

- the primary form of presentation;
- the potential for the learner to engage, actively, with the educational event or material.

The EACCME® reserves the right to determine which, if any, of its procedures should be applied to determine the eligibility for accreditation of any application

What is an e-learning material?

An e-learning material includes recorded audio, recorded visual, recorded on Compact Disc (CD), recorded on Digital Versatile Disc (DVD), available on Personal Digital Assistant (PDA), available online via an educational website, any mixture of the preceding, and any media supported by electronic digital storage.

Which criteria apply to the accreditation of Live Educational Events (LEEs)?

UEMS 2012 / 30

Which criteria apply to the accreditation of e-learning materials?

UEMS 2011 / 20

Where can I submit my application for a Live Educational Event (LEE)?

The only application form that will be accepted is that made available at www.eaccme.eu. No applications sent on paper or email will be considered.

Where can I submit my application for an e-learning material?

How do I know if my application is eligible to be considered for European accreditation?
The EACCME office is not in a capacity to give a judgement on an application.

Who is the “Provider”?

The individual or organisation responsible for the content, production and marketing of the LEE or, when a number of organisations are providing part of this, the organisation that has lead responsibility.

What is meant by a needs assessment?

An evaluation of the learning needs of a group of individuals who are likely to be representative of the intended target audience

What is meant by target audience?

Specific group of doctors identified as the intended recipients of a CME/CPD activity.

Who do you refer to as learner?

Doctor most likely to benefit from the LEE.

What do you mean by expected educational outcome?

Expected educational impact in knowledge, skills, attitudes or behaviours, or ethical lessons, and where in a doctor’s practice this will have an impact.

What do you mean by “description of the nature of the event”?

Please indicate if the LEE will involve lectures, discussions, workshops and/or other educational methods, single or multiple sessions, and whether these will be sequential or in parallel.

Do you accept applications for repetitional events?

The EACCME will not allow a same application to be made for several dates even if the programme, venue, speakers are exactly the same. The EACCME accredits events on a case-by-case basis. For repetitional events, providers will need to submit a separate application for each date.

Do I need to submit a separate application for my pre/post-congress courses, workshops...?

A separate application for accreditation will be required for academic satellite symposia that are not part of the conference programme.

What do you mean by “suitable for an international audience”?

The LEE will need to demonstrate that it can accommodate the educational needs of an international audience with the primary language determined by the composition of the audience and facilities available for interpretation as required. International terminology for procedures and therapeutic agents must be used.

What methods can I use to promote active learning?

Example: multimedia presentations; protected time for question and answer sessions; opportunities for audience participation; key-pad votes and discussion.

How does EACCME calculate the number of credits granted to a LEE?**What mechanisms can I use to verify if the learner has engaged with the LEE?**

- a mechanism for confirmation of attendance at the LEE (minimum requirement)
- smart cards confirming attendance at specific sessions
- requiring the learner to complete questions based on the LEE material
- requiring the learner to complete feedback forms, etc.
- an online evaluation system linked with the provision of a CME certificate is also acceptable.

Do I need to verify participants' attendance?

Yes, you do. Participants should only receive the credits they are entitled to according to the time they have spent in the event.

With which ethical, medico-legal, regulatory, industry-based and legal requirements must the LEE comply?

The relevant legal, regulatory and industry-based standards will be those for the country in which the LEE is being held.

Who needs to provide a written declaration of potential or actual conflict of interest?

- all members of the Scientific and/or Organising Committee
- all members of the faculty

What conflict of interest do I need to declare?

Declarations must include whether any fee, honorarium or arrangement for re-imbursment of expenses in relation to the LEE has been provided (see EACCME COI declaration form).

Where do I need to declare my potential or actual conflict of interest?

- upon submission of the application
- in printed form, with the programme of the LEE
- on the website of the organiser of the LEE

Who needs to make sure that any actual conflict of interest has been addressed?

It is the responsibility of the head of the Scientific and/or Organising Committee to ensure that actual conflicts of interest have been addressed.

How long do I need to retain written declarations of potential or actual COI?

These declarations must be retained for at least one year after the event for potential review by the EACCME.

What is meant by “Faculty”?

The term “faculty” refers to the speakers on the programme.

What type of sponsorship is allowed?

Single sponsorship is not be allowed by the EACCME.

What type of educational grant is allowed?

The EACCME will only accept unrestricted educational grants.

What is an unrestricted educational grant?

An unrestricted educational grant is a financial grant provided with no restrictions on the way it is used or attempt to influence the content of a programme of a meeting.

What level of hospitality does the EACCME allow?

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Can I apply for accreditation if I am a pharmaceutical company?

No.

Can I apply for accreditation if I am a medical equipment company?

No.

Can I submit an application for a satellite symposium?

Events provided by the pharmaceutical and medical equipment industries will not be considered for accreditation.

Does the EACCME accredit fellowships ?

The EACCME does not currently provide accreditation for fellowships.

Can speakers receive credits?

Speakers can receive EACCME credits for the actual time spent in the LEE but not for their own presentation.

Can EACCME accreditation be transferred to a postponed event?

Accreditation by the EACCME® of a LEE will be for the specific event designated on the application form. It is not permissible to transfer this accreditation to any other event.

What will lead to automatic rejection of my application?

- Your application will be rejected at 14 weeks prior to the start of the LEE if it is not complete or if payment has not been received.
- Failure by a provider to disclose the means of funding of a LEE will lead to rejection of its application.
- Grossly or significantly inaccurate attendance declarations will lead to automatic rejection of an application and/or future applications.
- The EACCME® will reject any application that, in its opinion, includes advertising of any product or company directly related to any educational material.

- Any attempt to contact the reviewers of the application will result in automatic rejection of the application and forfeiture of the fee.
- The Applicant, following request by the EACCME®, one opportunity to provide additional information. In order to achieve decisions within the tight timescales that apply for LEEs the applicant will be permitted one week to provide the requested information. If this is not fulfilled, the EACCME® will reject the application without further consideration.

Does the EACCME refund the fee paid in case of refusal and/or cancellation?

No.

Do I have to pay the fee only for those medical specialists attending the event or for all the participants?

For the total number of expected attendees.

Can I apply for accreditation of an event after the event has taken place?

No, the EACCME does not grant European accreditation retrospectively.

Post-accreditation & Certificate

What do I need to do once my application has been accredited?

Who delivers the certificates of accreditation to the participants?

The provider.

Can I put the certificate of accreditation in the participant's conference bag?

No.

Recognition of EACCME credits

How can participants in an accredited event claim the EACCME credits in their own country?

They need to hand in their certificate of accreditation delivered by the EACCME to their National Accreditation Authority.

Do participants need to send their certificate of accreditation to the EACCME to receive their credits?

No. They need to hand it in to their National Accreditation Authority to have their credits recognised.

How do American doctors claim their EACCME credits?

They contact the AMA.