



## CME Accreditation Process Guide

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**Purpose of this document**

It's the aim of A0 Education that all A0 courses worldwide will be able to offer CME accreditation as a standard and quality reference. This guide introduces the process to follow for course chairmen of A0 Courses willing to get CME accreditation.

**Important**

Launch the accreditation process in good time, ie, 4 to 5 months before the beginning of the event! statement is printed on the certificate distributed to the participants.

Make sure the national or European accreditation

## 1 National regulatory body

To begin with, you need to have the event accredited with your national regulatory body. The national organization in charge is either a medical society or public authority. A list of

addresses is included in this document (6 Addresses). Please contact the CME organization well in advance of the event and inquire about the CME procedure.

## 2 European countries

All courses taking place in Europe are eligible for accreditation by the European Accreditation Council for CME (EACCME), located in Brussels ([www.uems.be/eaccme.htm](http://www.uems.be/eaccme.htm)). Thanks to an agreement with the American Medical Association (AMA) this is not restricted to participants from Europe: also North American participants can profit from the CME accreditation and collect personal CME credits.

For more details see: [www.uems.net](http://www.uems.net)

The objective of the EACCME is the harmonization and improvement of the quality of specialist medical care in Europe. In the field of Continuing Medical Education the EACCME achieves this by constantly improving the quality of CME and its accessibility for medical specialists in Europe. For example, the facilitation of transfer of CME credits obtained by individual specialists in CME activities that meet common quality requirements.

### 3 Procedure

#### 3.1 Application for European accreditation

The provider of a CME activity requests European Accreditation of an event from the Brussels office of the EACCME. Detailed information about the planned activity should be included with the application. This will be judged according to UEMS (European Union of Medical Specialist) quality criteria. If available the provider should submit proof of any accreditation already obtained from national or European institutions.

#### 3.2 Quality Assurance of the CME activity

The EACCME (the European Accreditation Council of Continuing Medical Education) requests professional advice from a professional body, which may or may not be the provider itself. The professional body such as the UEMS Sections/Boards and national/European professional societies judge the number of credits based upon the "credit hour". Often the provider has already obtained such accreditation, which can be forwarded to the EACCME® together with the formal application. The total number of credit hours should be included in this statement.

#### 3.3 National approval

The EACCME requests approval from the national regulatory body of the country where the activity is to take place. When this is obtained the EACCME grants European accreditation.

Specialty-based accreditation institutions act as a mediator between the CME provider and the EACCME when national accreditation institutions are not in a position to do so.

#### 3.4 Continuous accreditation of providers or accreditation of single activities Initially

European accreditation is granted for single CME activities. The mandate of the EACCME does not currently extend to continuous accreditation. Providers offering CME activities on a regular basis have to apply for accreditation on a case-by-case basis.

#### 3.5 Confirmation of European accreditation

The EACCME will confirm the European accreditation to the provider and authorize the CME provider to publish the accreditation by the EACCME with the approved number of credit hours in their brochures, advertisements and in the program of the CME activity. For this purpose the standard EACCME statement must be used in printed material concerning the CME activity, adapted to continuous accreditation or accreditation for single CME activities:

The <name of institution> (or) <title of the CME activity> is accredited by the European Accreditation Council for Continuing Medical Education (EACCME) to provide the following CME activity for medical specialists. The EACCME is an institution of the European Union of Medical Specialists (UEMS), [www.uems.net](http://www.uems.net)

The <title of the CME activity> is designated for a maximum of (or "for up to") <number of hours> hours of European external CME credits. Each medical specialist should claim only those hours of credit that he/she actually spent in the educational activity.

"EACCME credits are recognized by the American Medical Association toward the Physician's Recognition Award (PRA). To convert EACCME credit to AMA PRA Category 1 credit, contact the AMA."

#### 3.6 Proof of attendance

The upper statement together with the number of granted "hours of CME credit" should be printed in the proof of attendance or diploma that the CME provider distributes to the participating medical specialists. They are themselves responsible for handling and preserving these documents and should present these documents when requested by local recognition authorities.

#### 3.7 Quality requirements for European accreditation

For European accreditation the CME provider must comply with the requirements of the national CME authority in its home country.

By application for accreditation by the EACCME the CME provider certifies that compliance with the basic criteria for the quality of CME as defined by the EACCME (document D 9908).

#### 3.8 Administrative expenses EACCME

The administrative expenses of the EACCME will be met by contributions by the CME providers obtaining European Accreditation. As the EACCME will utilize the accreditation by its partners and will not supersede existing systems administrative costs will be modest. Until mid-2000 the UEMS will cover the expenses of the EACCME.

#### 3.9 Registration by the EACCME

The EACCME will keep a register of CME activities with EACCME accreditation and will supply the CME authorities with the relevant information on request.

## 4 International accreditation

Criteria for international accreditation of CME:  
www.uems.net

In this document you will find information on the objectives of the CME activity, program, provider, commercial interest, and quality assurance.

For accreditation with the EACCME please use  
www.eaccme.eu  
UEMS-EACCME  
Electronic Application Site.

## 5 Contact person

If you have any questions please contact:

AO Education  
Ms Rita Cimenti  
CME Coordinator  
Stettbachstrasse 6  
CH-8600 Dübendorf  
Phone: +41 44 200 24 36 / Fax: +41 44 200 24 21  
E-mail: [rita.cimenti@aofoundation.org](mailto:rita.cimenti@aofoundation.org)

## 6 Addresses

### Austria

**Österreichische Akademie der Ärzte**  
www.arztakademie.at

**Für die Akkreditierung als Veranstalter/Herausgeber**  
www.dfponline.at/akkred/index.html

**Österreichische Ärztekammer**  
www.aek.or.at

**Österreichische Gesellschaft für Unfallchirurgie**  
Hollandstraße 14, Mezzanin, 1020 Wien  
Phone: +43 1 533 35 42 / Fax: +43 1 533 35 42 19  
E-mail: [office@unfallchirurgen.at](mailto:office@unfallchirurgen.at)  
www.unfallchirurgen.at/index.html

### Australia

**The Royal Australasian College of Surgeons**  
Department of Continuing Professional  
Development & Standards  
Ms Deirdre Mansell  
College of Surgeons' Gardens  
Spring Street  
Melbourne, VIC 3000  
Phone: +61 3 9276 74 25 / Fax: +61 3 9276 7432  
E-mail: [tanya.wilding@surgeons.org](mailto:tanya.wilding@surgeons.org)  
www.racs.edu.au

### Canada

**The Royal College of Physicians and Surgeons of Canada**  
CPD Accreditation Administrator, Office of Professional  
Affairs  
774 Echo Drive, Ottawa, ON, K1S 5N8  
Phone: +1 800 461 9598 ext. 432 / Fax: +1 613 730 2410  
E-mail: [cpd-accreditation@rcpsc.edu](mailto:cpd-accreditation@rcpsc.edu)

### Europe

**European Accreditation Council for Continuing Medical Education (EACCME)**  
Dr. B. Maillot  
Secretary General  
Avenue de la Couronne  
20 B-1050 Brussels  
Phone: +32 2 649 5164 / Fax: +32 2 640 3730  
E-mail: [uems@skynet.be](mailto:uems@skynet.be)

### Germany

Zuständig ist die jeweilige Landesärztekammer im Bundesland, wo der Kurs stattfindet. Eine vollständige Liste mit den Adressen der Landesärztekammern findet sich unter:  
[www.bundesaerztekammer.de/05/60Kammern/Verzeichnis.html](http://www.bundesaerztekammer.de/05/60Kammern/Verzeichnis.html)

## Great Britain

### British Orthopaedic Association

35-43 Lincolns Inn Fields  
London WC2A 3PN  
Phone: +44 20 7405 6507 / Fax: +44 20 7831 2676  
E-mail: secretary@boa.ac.uk  
www.boa.ac.uk/BOAhome.htm

## Hong Kong

### The Hong Kong College of Orthopaedic Surgeons (HKCOS)

Ms Irene Yu  
Executive Secretary (for CME/CPD Committee)  
Room 905, HKAM  
Hong Kong Academy of Medicine Jockey Club Building  
99 Wong Chuk Hand Road  
Aberdeen, Hong Kong  
Phone: +852 2871 87 22 / Fax: +852 2873 40 77  
E-mail: hkcos@hkcos.org.hk

## Iran

### The ministry of Health and Medical Education

Please contact Dr Khalil Alizadeh  
E-mail: alizadeh@atiehhospital.com  
E-mail: info@Khalil-Alizadeh.com

## Ireland

### The Royal College of Surgeons in Ireland

Ms Margaret Nolan  
123 St Stephen's Green  
Dublin 2  
Phone: +353 1 402 2100  
E-mail: info@rcsi.ie  
www.rcsi.ie

## Italy

### Centro Consulenze SRL

ECM TEAM  
Melania Motti  
Via della Mattonaia, 17  
50121 Firenze  
Phone: +39 055 246 2204 / Fax: +39 055 246 2260  
E-mail: ecm@centroconsulenze.com

### Italian Medical Association

www.fnomceo.it

## Japan

### Japanese Orthopaedic Association

Mr Mikio Kurita  
2-40-8 Hongo, Bunyko-ku  
Tokyo 113-8418 Japan  
Phone: +81 3 3816 3671 / Fax: +81 3 3818 2337  
E-mail: kurita@joa.or.jp  
E-mail: office@joa.or.jp  
www.joa.or.jp

### The Japan Medical Association

www.med.or.jp

## Lebanon

### The Lebanese Orthopaedic Association

Mr Raja Chaftari  
PO Box 70-286  
Metn

### The Lebanese Order of Physicians

Continuing Medical Education Committee  
Michel Daher, MD, FACS  
General Secretary  
PO Box 166378  
Beirut

## Mexico

### Consejo Mexicano de Ortopedia y Traumatologia

José María Rico No. 212  
Despacho 906  
Col. del valle  
CP 03100  
México, D.F.

## New Zealand

see Australia.

## Russia

### Ministry of Health Care of the Russian Federation

Rakhmanovskiy pereulok 3  
101431 GSP-4, Moscow K-51  
Fax: +07 95 200 02 12  
(international partnership department)  
Fax: +07 95 504 44 46 (central fax)  
E-mail: mindzdrav@cnt.ru

## Saudi Arabia

### King Saud University

College of Medicine  
 Pediatric Orthopedics  
 Prof Mamoun Khalid Kremli, FRCS  
 Chairman Scientific Saudi Orthopaedics Council  
 Riyadh 11472  
 Phone: +966 505 461 412 / Fax: +966 1 4690769  
 E-mail: mkremli@ksu.edu.sa  
 E-mail: mkremli@hotmail.com

## South Africa

### The Health Professions Council of South Africa (HPCSA)

CPD Officer  
 Medical and Dental Professions Board  
 PO Box 205  
 Pretoria 0001  
 www.hpcsa.za

### South African Medical Association

PO Box 74789  
 Lynnwood Ridge  
 Pretoria 0040  
 Phone: +27 12 481 2000 / Fax: +27 12 481 2100  
 E-mail: online@samedical.org  
 www.samedical.org

## South Korea

### The Korean Orthopaedic Association

Room No. 1111  
 Life combl Bldg 61-4  
 Yoeido Dong  
 Youngdeungpo-Gu  
 Seoul 150-732  
 Korea  
 E-mail: ortho@koa.or.kr

## Spain

### Sociedad Española de Cirugía Ortopédica y Traumatológica

C / Fernández de los Ríos, 108-2º  
 28015 Madrid  
 Phone: +34 91 544 10 62 / Fax: +34 91 455 04 75  
 E-mail: secot@secot.es  
 www.secot.es

## Switzerland

### Schweizerische Gesellschaft für Chirurgie (SGC)

Seltisbergerstrasse 16  
 Postfach 1527  
 CH-4419 Lupsingen  
 Phone: +41 61 815 96 60 / Fax: +41 61 811 47 75  
 E-mail: info@sgc-ssc.ch

### Schweizerische Gesellschaft für Chirurgie (SGC)

Dr. med. Jean Biaggi  
 Generalsekretär SGC  
 Egghölzliweg 4a  
 3074 Muri  
 Phone: +41 31 951 72 34 / Fax: +41 31 951 72 10  
 E-mail: jean.biaggi@bluewin.ch

### Schweizerische Gesellschaft für Orthopädie (SGO)

Dr. Catherine Perrin  
 Geschäftsführerin SGO-SSO  
 15, avenue des Planches  
 1820 Montreux  
 Phone: +41 21 963 21 39 / Fax: +41 21 963 21 49  
 E-mail: sgo-sso@bluewin.ch  
 www.sgosso.ch

### Orthopädische Klinik Luzern

Dr. Philipp Meyer  
 Präsident FB-Kommission  
 St. Anna-Strasse 32  
 6006 Luzern  
 Phone: +41 41 208 38 08 / Fax: +41 41 208 38 09  
 E-mail: philipp.meyer@hin.ch

### Schweizerische Gesellschaft für Kiefer- und Gesichtschirurgie (SGKG)

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 Universitätsspital Basel  
 Abt. für Kiefer- und Gesichtschirurgie  
 Hebelstrasse 32, 4031 Basel  
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 E-mail: mjablanovic@uhbs.ch

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E-mail: [miheli.jane@aona.org](mailto:miheli.jane@aona.org)[www.aona.org](http://www.aona.org)**7 General information**

The address of the national regulatory body in your country is not listed above? It may be that your country does not yet have an established CME system or we were not able to access this information. If you come from a country outside Europe with an established CME system please feel free to send the contact details to AO Education:

Ms Rita Cimenti

[rita.cimenti@aofoundation.org](mailto:rita.cimenti@aofoundation.org)