Process to Establish an International Agreement with the American Medical Association (AMA) for Continuing Medical Education/Continuing Professional Development (CME/CPD) Credit Conversion

The AMA will consider requests from organizations that own physician CME/CPD credit systems (CME/CPD accreditors) interested in entering an agreement with the AMA to allow physicians to convert CME/CPD credit earned for participating in the organization’s (or its accredited institution’s) certified educational activities into *AMA PRA Category 1 Credit™*. In order to do so there is a need to establish that the CME/CPD and *AMA PRA Category 1 Credit™* systems, while not necessarily identical, share the same values and have similar processes.

In order for the application to be considered by the AMA, the following eligibility criteria must be met:

- The CME/CPD accreditor seeking the agreement must own the credit system involved and have the authority to enter into an agreement.
- The CME/CPD accreditor is a not-for-profit organization.
- The credit system is for physicians (although other professions can be included as well).
- The credit system is national or international in scope.

The AMA Council on Medical Education has established a set of criteria for international agreements which require that, at a minimum, any CME/CPD activities covered by such agreements must:

- Conform to a mutually acceptable definition of CME/CPD

  *The AMA defines CME as educational activities which serve to maintain, develop, or increase the knowledge, skills, and professional performance and relationships that a physician uses to provide services for patients, the public or the profession. The content of CME is the body of knowledge and skills generally recognized and accepted by the profession as within the basic medical sciences, the discipline of clinical medicine and the provision of health care to the public.*

- Describe the intended physician target audience for the CME activity
- Identify how the educational needs for specific CME activities were established
• Identify an educational purpose and/or learning objectives that address the identified needs
• Communicate the purpose and/or learning objectives to the target audience
• Use learning methodologies and format(s) appropriate to the activity’s educational purpose and/or objectives
• Assess or evaluate the quality of the activity and how well it met its purpose and/or objectives
• Provide the names and qualifications of the faculty to the participants
• Be evidence-based, factual, unbiased, and free of commercial influence
• Disclose all relevant commercial relationships to participants

CME/CPD accrediting bodies must complete the information requested in the attached application. AMA staff will conduct an initial review of the application to ensure it is complete and meets the minimum eligibility criteria; however, submission of a completed application does not guarantee that the request will be granted. In its sole discretion, AMA staff may forward the request to the CME Committee of the AMA Council on Medical Education for further consideration. The Committee will make a recommendation on the request, and its recommendation will be forwarded to the Council on Medical Education for a final decision. This process can take from two to six months depending on when the completed application is received. The decisions of the Council on Medical Education regarding requests are final.

The completed document should be directed to:
Alejandro Aparicio, MD
Director, Medical Education Programs
American Medical Association
AMA Plaza
330 N. Wabash Ave.
Suite 39300
Chicago, IL 60611-5885
alejandro.aparicio@ama-assn.org

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