

## 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*<sup>™</sup>. In order to do so there is a need to establish that the CME/CPD accreditor and the *AMA PRA Category 1 Credit*<sup>™</sup> 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 (also referred to as the "Council") 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 Council for further consideration. The Committee will make a recommendation on the request, with the Council making the decision of whether to approve an agreement. This process can take from two to six months depending on when the completed application is received in relation to CME Committee and Council meetings. The decision of the Council regarding requests is final.

All initial agreements are for a two-year provisional period. During the initial term, a member of the AMA's Medical Education team will monitor a covered activity. The AMA will select the activity and provide at least 30 days written notice to the CME/CPD accrediting body. The CME/CPD accrediting body shall be responsible for reimbursement of reasonable travel expenses incurred by the AMA team member.

Inquiries should be directed to:

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*Approved by the AMA Council on Medical Education, June 8, 2018*

*Approved by the AMA Council on Medical Education, March 15, 2020*