

Journal-Based CME Checklist

Whether or not the journal is in print format, online format or a combination of both, the following requirement must be in place to be compliant with ACCME Criteria and Policies:

General CME Information

The following information is generally placed toward the beginning of the journal and serves to provide non-article-specific information to readers:

- Accreditation Statement** (use jointly sponsored accreditation statement only if jointly sponsored)
- Credit Designation Statement** (typically articles certified for credit are 1.0 AMA PRA credit)
- Acknowledgement of Commercial Support** (don't confuse advertisements with commercial support; in many cases journals only receive advertisements and have no commercial support)

General CME information should appear in front of articles so as to ensure readers see this information prior to reading the article(s). If online, readers cannot bypass this information and must be required to read it before proceeding to the articles.

Article-Specific Information

The following additional information specific to each article should be placed at the beginning of each article or boxed in the article's margin:

- The author's credentials
- Learning objective(s) for each specific article (Note: one objective is sufficient as achievement of multiple objectives in one article may not be possible)
- Financial disclosure information about the author and others that affect the content of the article, including other planners, the editorial board, staff editors or writers, and reviewers

Advertisements

- No ad may appear within an article, on CME information pages, on evaluation pages, or on pre- / post-test pages

Post-Test and Evaluation

- A post-test that measures change in competence is included in the journal (assuming that planners designated the activity to improve competence) (post-tests may be accessed by tearing out a page in the print journal and/or by going online to access and submit the post-test)
- Answers to the post-test are not printed upside down or in any other way in the journal
- An evaluation is included in the journal that measures satisfaction, attainment of objective(s), learner perception of commercial bias, and other questions as determined by the provider

Location on Online Journal Articles

- Online journal do not appear on a website that is owned or controlled by a commercial interest
- If a website other than that of the provider is to be used, that website has been vetted and notes summarizing findings that ensure that a commercial interest does not control the site are placed in the file