Thank you for your interest in using the University of Oklahoma College of Medicine, Office of Continuing Professional Development for your continuing education credits.

Please read through the following information before beginning your application.

1. **Timeline**  
   We need as much time as possible to review your application. Please submit the application at least 90 days before the activity. Application submitted less than 45 days in advanced will not be reviewed.
2. **Registration**Registration for live courses must be provided by the CPD office and conducted through CloudCME.
3. **Exhibitors**Exhibitor registration must be conducted through CloudCME and exhibitor funds must be deposited through the CPD office. The CPD staff will assist with the exhibitor form and fees.
4. **Costs**  
   We have included links below to fees for our activities. There is a link for each of the three types of activities under Resources on our website, [cme.ouhsc.edu](https://ouhsc.cloud-cme.com/about/resources?p=1200)    
   **Regularly Scheduled Series (RSS/Grand Rounds)**: Multiple, ongoing sessions with different topics and presenters.   
   **Live Course:** Yearly conferences or other activities other than RSSs that meet live either in person or online.   
   **Enduring Material:** An on-demand activity that does not have a specific time or location designated for participation;  
   When reviewing the fees, please note that there are also two types of providership:   
   **Direct Providership:** Any activity organized through the OU College of Medicine or OU Health  
   **Joint Providership:** Any activity organized by an organization outside of the OU College of Medicine or OU Health.   
   Application fees are different based on the type of providership and whether or not you will have commercial support.
5. **Information you will need to complete the application:**   
   **Basic Information:**  Title, date, location, etc…  
   **Planners:** Who is the course director, course contact and others involved in planning the activity.   
   **Presenters**: If known, who will be speaking.   
   **Needs assessment, professional practice gaps and learning outcomes:**  Why is this activity needed, how did you determine it was needed, what is the gap between what your audience knows and what they need to know and what are the outcomes (what you expect the participants to change).   
   **Commercial Support:**  Will you be applying for grants from ineligible companies? (definition here) and/or are you going to have exhibitors?   
   **Agenda:**  Attach a preliminary copy of your agenda with topics or titles.
6. **Rules We Have to Follow:**   
   **Accreditation Council for Continuing Medical Education (ACCME)   
   Standards for Integrity and Independence in Accredited Continuing Education**  
   This is a brief synopsis of the standards. To see the full standards, [**click here**](https://accme.org/rules/standards/)**.**
   1. Standard 1: Ensure Content is Valid: We do this by checking the agenda topics, professional practice gaps and learning outcomes.
   2. Standard 2: Prevent Commercial Bias and Marketing in Accredited Continuing Education: Our activity approval processes ensure that all decisions related to the planning, faculty selection, delivery, and evaluation of accredited education are made without any influence or involvement from the owners and employees of an ineligible company and accredited education is free of marketing or sales of products or services. We also do not share names or contact information of learners with any ineligible companies.
   3. Standard 3: Identify, Mitigate and Disclose Relevant Financial Relationships: We collect information regarding relationships with ineligible companies from everyone who has control of content of an activity. This includes a planners, course directors, course contact, content reviewers and speakers. We have a process to mitigate any financial relationships, reviewing presentations when necessary and disclose to the audience relevant financial relationships or if there are no relationships.
   4. Standard 4: Manage Commercial Support Appropriately: If an activity includes commercial support (grants) from ineligible companies, our policy is to make certain there is a letter of agreement in place and that the money is managed through the CPD office.
   5. Standard 5: Manage Ancillary Activities Offered in Conjunction with Accredited Continuing Education: This standard covers exhibitors. We allow activities to have exhibitors under certain guidelines including: 1. Exhibitors must not interfere or be a part of the education that is taking place; 2. Exhibitor fees must be processed through the CPD office; 3. Making certain educational materials are free from marketing by an ineligible company and does not include logos, trade names or product group messages.
7. **Additional Rules include:**  ACCME Policies; Rules under the American Medical Association Physician’s Recognition Award and Credit System; Maintenance of Certification (MOC) for physician boards; Sunshine Act; Stark Law.

Please let us know if we can answer any questions or assist you as you are completing the application.

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