

CME Reaccreditation Process and Submission Requirements

Introduction

Accredited continuing medical education (CME) Providers are required to demonstrate how their programs have adhered to the Accreditation Council for Continuing Medical Education (ACCME) Core Accreditation Criteria, Standards for Integrity and Independence, and accreditation policies. This ensures a consistent standard of continuing medical education. The NH Medical Society (NHMS) is recognized by ACCME to accredit organizations and institutions providing CME in New Hampshire. NHMS Staff and the NHMS Education Committee (collectively referred to as NHMS-EC) conduct this process on the following schedule:

- Newly accredited hospitals – first reaccreditation occurs 2 years after the initial effective date
- Currently accredited hospitals – reaccredited every 4 years
- Hospitals accredited with commendation – reaccredited every 6 years.

The purpose of this document is to assist NH Providers with the reaccreditation process. Please contact Amy Moffett (amy.moffett@nhms.org) with questions about CME or reaccreditation.

Timeline

The reaccreditation process is initiated 12 months before the current accreditation term expires and follows the timeline outlined below.

Month 1 – Notification: NHMS-EC will notify the Provider of their upcoming accreditation expiration date and provide resources and templates to assist with the process for reaccreditation.

Month 2 – Update PARS: Providers will update all CME activity for the reporting years in the Program Activity and Reporting System (PARS).

Month 3 – Activities Selection: NHMS-EC will review the available activities in PARS and select a list of up to 10 activities for the Performance-in-Practice (PIP) Review. The list of activities along with a PIP abstract template and Self-Study outline will be emailed to the Provider.

Months 4-6 – Complete and submit Self-Study and PIP Forms: Providers will complete their Self-Study narrative and PIP abstract for each selected activity and submit to NHMS-EC staff via email.

Months 7-9 – Materials Review and Interview: NHMS-EC will review all materials and document comments and questions. NHMS-EC will work with the Provider's CME team to set up a 90-minute accreditation interview with two Surveyors.

Months 10-12 – Decision and Notification: NHMS-EC will complete its review, make an accreditation decision, notify the Provider, and update PARS.

Data Sources Used in the Reaccreditation Process

A Provider will demonstrate that its practice of CME is compliant with the ACCME accreditation requirements through three primary sources of data: the Self-Study report, evidence of Performance-in-Practice (PIP), and the accreditation interview.

The PIP review entails the following process:

1. Providers will enter all CME activity data into ACCME's Program and Activity Reporting System (PARS).
2. NHMS-EC will select up to 10 activities for PIP review.
3. Providers will submit a PIP abstract and relevant attachments for the selected activities.

Submitting your CME Activity Data in PARS

Log on to [PARS](#) and submit known information about any confirmed upcoming or outstanding CME activities that your organization has provided, or will provide, under the umbrella of their NHMS accreditation statement, for the current accreditation term. Only confirmed activities should be entered.

Selecting Activities for Performance-in-Practice Review

Based on the CME activity data provided in PARS, NHMS-EC will select up to 10 activities from the current accreditation term for which your organization will present evidence to demonstrate that its CME activities are compliant with the ACCME's Accreditation Criteria, Standards of Integrity and Independence, and policies.

NHMS-CE notifies Providers via email of the activities selected for PIP review and will ask for confirmed receipt of this communication. Providers are accountable for demonstrating PIP for all activities selected. It is important that the list of activities selected by NHMS-EC is carefully reviewed. If you note an error such as an incorrect activity date or format, or if an activity was cancelled or otherwise did not occur, please notify NHMS-EC to make corrections or adjustments to the sample of activities selected for PIP review.

Preparing Evidence of Performance-in-Practice

You will submit evidence of PIP for activities selected by NHMS-EC, using the Performance-in-Practice Structured Abstract template that will be provided to you with the list of selected activities. NHMS-EC will inform you of the date that the Abstracts must be completed. You will complete one abstract for each activity. In each abstract, you will provide the information requested with narrative explanations and statements, in tables, and include documents and evidence to verify that the activity meets the ACCME's requirements.

Self-Study

Providers are also responsible for completing a Self-Study narrative. This allows them the opportunity to describe their CME program as it aligns with the ACCME Core Accreditation Criteria, Standards for Integrity and Independence, and policies. The Self-Study process also allows you to reflect on your CME program, helping you to assess your organization's commitment to and role in providing continuing medical education and determine its future direction. The process of conducting a Self-Study is unique to your organization. Depending on the size and scope of your CME program, you may involve many or just a few individuals in the process. You will provide narrative descriptions, documents, and examples to present the CME practice(s) you utilized to ensure compliance with the ACCME's Accreditation Criteria and policies.

NHMS-EC will provide you with a template for your Self-Study. Be sure to provide sufficient narrative and examples to support the alignment of your CME program with ACCME requirements.

Materials Submission

Providers will email all items as individual PDF documents to Amy Moffett (amy.moffett@nhms.org). Information and materials must not contain any untrue statements, must not omit any necessary material facts, must not be misleading, must fairly present the organization, and are the property of the organization.

Information and materials submitted for accreditation (Self-Study report, evidence of PIP, other materials) must not include individually identifiable health information, in accordance with the Health Insurance Portability and Accountability Act (HIPAA).

Providers that meet the deadlines and submission requirements of the reaccreditation review process will receive an accreditation decision from NHMS-EC. Please note, if NHMS-EC is unable to render a decision due to missing or incomplete information, it reserves the right to request additional information, with any additional associated fees being the responsibility of the Provider.

Accreditation Interview

Your organization will have the opportunity to further describe the practices you present in the Self-Study report and in evidence of PIP, and provide clarification as needed, in conversation with NHMS-EC Surveyors.

A team of two Surveyors will be assigned by NHMS to review your self-study materials, meet with representatives of your CME program, and engage in a dialogue about your organization's policies and practices that ensure compliance with the ACCME's Core Accreditation Criteria, Standards for Integrity and Independence, and policies.

During the interview, the Surveyors will seek clarification about any questions they may have regarding the Self-Study materials you submitted to NHMS-EC. You can expect Surveyors to:

- conduct their interactions in a professional manner,
- be familiar with your materials and ACCME's Core Criteria, Standards of Integrity and Independence, all applicable accreditation policies, and the Criteria for Commendation (if applicable),
- communicate clearly and effectively without offering consultative advice or feedback regarding compliance or the expected outcome of the accreditation review.

NHMS-EC utilizes video conferencing as its standard accreditation interview format. Interviews typically average 90 minutes in length. To ensure the validity of the process and based on circumstances and available resources, NHMS reserves the right to make all final decisions regarding the interview and/or composition of the survey team and will provide information about the process of scheduling the accreditation interview, confirming the interview date and time and assigned Surveyors in advance via email. Your organization will be asked to confirm receipt of this communication.

Decision process

NHMS-EC will determine the Provider's compliance with the ACCME Core Accreditation Criteria, Standards for Integrity and Independence, and policies. Your organization's compliance findings and the outcome of the accreditation review are determined by NHMS-EC based on the data and information collected in the accreditation process. NHMS-EC will also consider data from monitoring issues if such data are applicable to the Provider. The data and information are analyzed and synthesized by the NHMS Survey team and forwarded to the full NHMS-EC to make one of the following decisions:

- **Accreditation:** All accreditation requirements are found in compliance. The Provider is granted a 4-year accreditation term.
- **Accreditation with Progress Report:** One or more requirements are found to be in noncompliance. The Provider is granted a 4-year accreditation term but must submit a Progress Report within one year and demonstrate improved performance in the requirement(s) previously found to be in noncompliance.
 - If a Provider is required to submit a Progress Report, a similar process to reaccreditation is followed but the Progress Report will focus only on those criteria or standards that were found in noncompliance. Progress reports may be given a length of 6 months to 1 year to complete. A specific timeline will be provided by NHMS.
- **Accreditation with Commendation:** All accreditation requirements are found in compliance, and 8 additional commendation criteria are found in compliance. The Provider is granted a 6-year accreditation term. Additional information can be found here: [Accreditation with Commendation - ACCME](#)
- **Probation:** Providers having serious challenges in meeting the Accreditation Requirements are giving a decision of Probation. At least one Progress Report will be required. Note that while a Provider cannot remain on Probation for longer than 2 years, most are able to quickly implement improvements and return to a status of Accreditation.

This multi-tiered system of review provides checks and balances to ensure fair and accurate decisions. The fairness and accuracy of NHMS-EC decisions are also enhanced using a criterion-referenced decision-making system. Accreditation decision letters and a detailed decision report are sent to Providers via email.

Fees

NH Providers that are accredited by NHMS are charged an annual fee that is based on ACCME's Program Tiers (for numbers of activities and learners). In December of each year, NHMS will ask Providers to confirm their continued interest in being an Accredited Provider. Those that continue will receive an invoice in December that is inclusive of the ACCME fee and a NHMS Administrative fee. (Note – fees are updated yearly). Starting in 2026, Providers who receive a decision of Accreditation with a Progress Report will be responsible for an additional fee of \$250.

Additional Resources

Item/Description	Link
Accreditation Council for Continuing Medical Education (ACCME)	ACCME
ACCME Academy Training Resources	ACCME Academy
Core Accreditation Criteria	Criteria - ACCME
Standards for Integrity and Independence in Accredited Continuing Education	Standards - ACCME
ACCME Policies	Policies - ACCME
Accreditation with Commendation	Accreditation with Commendation - ACCME
NH Medical Society NHMS-CE Point of Contact – Amy Moffett (amy.moffett@nhms.org)	New Hampshire Medical Society NHMS