

Policy on Review of CME Materials

1. The <Provider> Director of CME shall review and grant final approval for the following documents:
 - All materials (print, Internet, or otherwise) that advertise the accreditation status of <Provider>, that describe the CME capabilities of <Provider>, or that promise certain services to potential grantors or other educational partners related to CME.
 - Proposals soliciting grant funds for a CME activity.
 - Grant request letters.
 - Commercial support Letters of Agreement.
 - Faculty member or course director correspondence or forms (unless a <CME unit> -approved template is used).
 - All materials promoting a CME activity, including, *but not limited to*, brochures, flyers, faxes, e-mails, journal advertisements, and Internet pages.
 - All handout materials provided to live activity participants.
 - All enduring materials.
 - All CME activity related materials within journals.
2. The <CME unit> shall review materials in a timely manner.
3. Unapproved materials shall not be published, mailed, or otherwise distributed.
4. No changes shall be made to <CME unit>-approved materials without seeking final approval from <CME unit>.
5. Materials published or distributed in violation of this policy may be required to be reprinted and redistributed.