

**Westchester Academy of Medicine**

CME Application Submission Guidelines

Step 1 Review the Resource Documents below on how to develop a CME activity:

[CME-Planning A CME Activity.docx](CME-Planning%20A%20CME%20Activity.docx)

[Y:\CME\CME Forms 2016-2017\Resource Doc-Practice Gap Statement, Educational Needs Description and Learning Objectives.docx](file:///Y:\CME\CME%20Forms%202016-2017\Resource%20Doc-Practice%20Gap%20Statement,%20Educational%20Needs%20Description%20and%20Learning%20Objectives.docx)

Step 2

Submit a completed application with supplemental documents a minimum of 30 days prior to the program start date to [kvoulgaris@gmail.com](mailto:kvoulgaris@gmail.com)

* The Application and Activity Development Worksheet must be typed and submitted as Word (formatted) documents.
* Applications must be reviewed and approved before the program takes place. Under no circumstances will CME credit be given retroactively.
* The Checklist must be submitted with the application. The Checklist provides important details and instructions on all required and supplemental documents.
* Submit draft copies of all brochures and flyers, etc. to the Academy for approval prior

to printing and distribution. A statement containing the Academy’s Accreditaion Statmement or that CME credits have been applied for or will be available may not be listed on any marketing materials until program has been approved.

Step 3 Application is reviewed and joint provider organization is provided written feedback if any

application revisions or additional documents are needed. An Approval Letter is sent via email upon approval of program.

Step 4 Post-Activity - please refer to Checklist for details on submission of documents.

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We thank you for choosing the Westchester Academy of Medicine as your joint provider for your CME activities. Should you have any questions, please contact Kalli Voulgaris at 914-967-9100 or by email at [kvoulgaris@wcms.org](mailto:kvoulgaris@wcms.org).

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| The cost of having a CME activity accredited by the Academy:   * $330 per credit hour of AMA PRA Category 1 CME   For Regularly Scheduled Series (i.e. Grand Rounds, Tumor Boards) requiring a single annual approval, the fees are:   * Weekly conferences will be billed at $110 per credit hour * Bi-monthly conferences will be billed at $165 per credit hour * Monthly Conferences will be billed at $220 per credit hour   Enduring Materials (non-Live CME)   * Per Credit Fee - $330 * Annual Fee - $250 |