

# CME Activity Sponsorship FAQs

1. Who accredits the Navy CME program at NMPDC Bethesda?
  - NMPDC Bethesda is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to sponsor CME activities that provide Category I AMA PRA credits.
2. Where can I find more information regarding the Navy Medical Corps Continuing Medical Education (CME) Program and how to initiate an application for a CME activity?
  - The New Web-based CME application link is <https://education.mods.army.mil/NavyCME> and all the tools you need to initiate an application for a CME activity are posted on the [NMPDC website](#)
3. When is the application due?
  - The application must be completed and submitted for review to the NMPDC CME Director, no later than 6 weeks prior to the convening date of the CME activity.
  - NMPDC requires at least 6 weeks reviewing the application and making necessary recommendations and changes to meet the criteria and standards set by ACCME (specifically the Needs Assessment and standards for Commercial Support) before the approval of the activity.
4. When are the required reports due?
  - Reports are not longer required to be submitted on paper; reports are automatically generated internally in the database upon completion of an activity and the participants' completion of the evaluations and surveys.
5. How long should I maintain my CME activity files?
  - Maintain file copies of all CME documents (originals and renewals) and all correspondence pertinent to CME for **6 years**.
6. What is my course of action before I get involved with any Commercial Support or Commercial Interest?
  - Pursuant to Department of Defense (DoD) regulations, Navy personnel cannot solicit commercial support from the private sector. Commercial support NMPDC sponsored CME activities (both funds and in-kind support) must be processed in the form of unrestricted education grants through a non-profit organization and then disbursed for approve CME activities.
  - In case of potential involvement of commercial interest or support, you need to contact NMPDC for further instruction.

- Commercial Support flowchart is described under the [CME Application Tools](#) page of the NMPDC website.
7. What is NMPDC's policy on Commercial Exhibits?
- Commercial Exhibits are occasionally associated with activities sponsored by NMPDC. The policy and procedure for processing commercial exhibits funding is similar to commercial support.
  - Commercial exhibits **MUST** not influence planning, interfere with presentation, and are not a condition of the provision of commercial support for the CME activity.
  - The Activity Director is required to ensure that the education and promotion are in separate locations. (Exhibits must be in separate room and/or location physically removed from the CME activity).
8. Does the Activity Director have to be a Physician/Medical Officer?
- The Activity Director does not have to be a Physician or Medical Officer, however, a Physician or Medical Officer **MUST** be a part or member of the Planning Committee for the Activity.
9. If my CME activity was approved after I have already given my course of instruction; will I get CME credit for that course of instruction?
- No, Retroactive credits are not granted, per ACCME standards.