

SECTION: 14 Faculty Affairs

AREA: Continuing Medical  
Education

NUMBER: 14.05.08

SUBJECT: Accreditation and Credit Designation Statements for Continuing Medical Education

## I. Purpose and Scope

- A. This policy provides guidelines for the appropriate use of accreditation and credit designation statements on all materials related to continuing medical education (CME) activities offered by the Tilman J. Fertitta Family College of Medicine (Fertitta College of Medicine).
- B. It applies to both directly and jointly provided continuing medical education activities and governs all promotional content developed by or in collaboration with the Fertitta College of Medicine Office of Continuing Medical Education.

## II. Policy

- A. In accordance with the Accreditation Council for Continuing Medical Education (ACCME) requirements, approved accreditation and credit designation statements with the ACCME logo must be included verbatim on all final promotional and educational materials for accredited continuing medical education activities.
- B. No reference to CME credit is permitted in preliminary promotional “Save the Date” announcements; including email, website, and calendar invitations. All promotional and marketing materials must be reviewed and approved by the Office of Continuing Medical Education prior to distribution.
- C. “Save the Date” announcements may only include the following information:
  - a. Title of Activity
  - b. Date of Activity
  - c. Venue (Virtual or Address)
  - d. Activity Sponsor
  - e. Link for More Information
- D. The Office of Continuing Medical Education will insert the appropriate accreditation and credit designation statement and ACCME logo on the final promotional and educational materials upon approval of the activity.

### III. Procedure

A. **The accreditation statement must read as follows for Directly Provided Activities by the Fertitta College of Medicine:**

Tilman J. Fertitta Family College of Medicine is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide continuing medical education for physicians.

The Fertitta College of Medicine designates this live activity for a maximum of *X.XX AMA PRA Category 1 Credit(s)*<sup>™</sup>. Physicians should claim only the credit commensurate with the extent of their participation in the activity.

B. **The accreditation statement must read as follows for Jointly Provided Activities:**

This activity has been planned and implemented in accordance with the accreditation requirements and policies of the Accreditation Council for Continuing Medical Education (ACCME) through the joint providership of Tilman J. Fertitta Family College of Medicine and [Name of Nonaccredited Provider]. Tilman J. Fertitta Family College of Medicine is accredited by the ACCME to provide continuing medical education for physicians.

The Fertitta College of Medicine designates this live activity for a maximum of *X.XX AMA PRA Category 1 Credit(s)*<sup>™</sup>. Physicians should claim only the credit commensurate with the extent of their participation in the activity.

C. **Ethics Activities:**

If the CME activity meets State of Texas requirements for ethics credit (opioids, ethics, risk management), the information is to be added to the announcement, flyer and certificate or transcript:

This activity has been designated by Tilman J. Fertitta Family College of Medicine for 1.0 hour of education in medical ethics and/or professional responsibility.

### IV. Definitions

- A. **Directly Provided Activity:** A CME activity developed and administered solely by the Fertitta College of Medicine.
- B. **Jointly Provided Activity:** A CME activity developed in collaboration with a non-accredited entity.
- C. **Accreditation Statement:** The formal language indicating the College's ACCME-accredited provider status.
- D. **Credit Designation Statement:** The statement designating *AMA PRA Category 1 Credit(s)*<sup>™</sup> for an activity.

## V. Disciplinary Action for Non-Compliance

- A. Failure to include approved statements or to obtain prior approval of CME promotional materials may result in disqualification of the activity for credit and the suspension of CME services to the responsible department or provider.

## VI. Review and Responsibility

Responsible Party: Director, Continuing Medical Education

Review: Every 2 years

Date Issued: 01/01/2023

Date Approved: 10/06/2025

Next Review Date: 10/06/2027

Responsible Office(s): Office of Continuing Medical Education

Fertitta College of Medicine

### *Revision and Approval History:*

*Dean's Cabinet Approval Date* 10/06/2025

*Date Approved by CMEC:* 07/30/2025

*Revised to reflect current best practices in CME Operations* 03/01/2025