

SECTION: 14 Faculty Affairs

AREA: Continuing Medical
Education

NUMBER: 14.05.10

SUBJECT: Activity Records Retention

I. Purpose and Scope

- A. This policy outlines the activity record retention requirements for accredited continuing medical education (CME) activities at the Tilman J. Fertitta Family College of Medicine (Fertitta College of Medicine).
- B. It applies to all CME activities planned and/or provided by the Fertitta College of Medicine Office of Continuing Medical Education, including both live and enduring activities.

II. Policy

- A. The Fertitta College of Medicine Office of Continuing Medical Education is committed to complying with the Accreditation Council for Continuing Medical Education (ACCME) guidelines for activity records retention. Accredited providers must maintain complete documentation of CME activity planning, presentation, evaluation, and attendance.
- B. The Fertitta College of Medicine Office of Continuing Medical Education will retain records of activity planning, presentation, evaluation, and attendance for ten (10) years from the conclusion of each activity. This retention period exceeds the requirements of the ACCME.
- C. The ACCME does not require sign-in sheets for activities; however, the Fertitta College of Medicine Office of Continuing Medical Education requires our learners to sign-in for each activity. A sign-in sheet template is made available to activity directors, which they may utilize, as needed. Any method of transmitting attendance records to the Office of Continuing Medical is accepted, including Zoom and Teams participation Excel spreadsheet reports and CME Tracker learning management system (LMS) login.

III. Supporting Policy Information

- A. As an accredited provider, the Continuing Medical Education Program is required to retain activity files/records during the accredited term or the past twelve (12) months, whichever is longer. Activities under management by the Office of Continuing Medical Education are required to send all activity files and records to the Office of Continuing Medical Education

for safe storage in the office's secure drive. The secure drive, SharePoint, is routinely backed up by the Fertitta College of Medicine and the University of Houston's IT infrastructure.

- B. The Office of Continuing Medical Education maintains this documentation which enables the accredited provider to, at the time of reaccreditation; demonstrate how the activities it provided during its current term of accreditation were compliant with the ACCME accreditation requirements and policies including the Standards for Integrity and Independence in Accredited Continuing Education.

IV. Definitions

- A. **CME Activity Records:** Documentation including, but not limited to, planning materials, speaker presentations, flyers, disclosures, evaluation summaries, and attendance/learner data.
- B. **ACCME CME Learners List:** A standardized Excel template used for submitting learner data electronically.
- C. **Secure Shared Drive:** The College's encrypted and access-controlled network drive where electronic records are stored.

V. Disciplinary Action for Non-Compliance

- A. Failure to maintain accurate and complete CME activity records in accordance with this policy may jeopardize accreditation status and lead to corrective action or suspension of CME services for the responsible unit.

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