

SECTION: 14 Faculty Affairs

AREA: Continuing Medical
Education

NUMBER: 14.05.11

SUBJECT: Attendance Records Retention

I. Purpose and Scope

- A. This policy describes the requirements and practices for recording and maintaining attendance records 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 coordinated through the Office of Continuing Medical Education, including live and virtual events, jointly provided activities, and enduring materials.

II. Policy

- A. In alignment with the Accreditation Council for Continuing Medical Education (ACCME) standards, the Fertitta College of Medicine records and maintains participant/learner attendance records for ten (10) years from the date of the CME activity—exceeding ACCME’s six-year requirement.
- B. 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 Education program is accepted, including Zoom and Teams participation spreadsheet reports and CME Tracker learning management system (LMS) login.
- C. Attendance may be recorded using physical sign-in sheets for in-person events and electronic spreadsheets for virtual activities. Attendance records are stored in a secure drive. The secure drive, SharePoint, is routinely backed up by the Fertitta College of Medicine and the University of Houston’s IT infrastructure.

III. Definitions

- A. **Attendance Records:** Documentation verifying a learner’s participation in an accredited CME activity.
- B. **CME Tracker:** The College’s learning management system (LMS) for electronically housing CME activity, activity records, and learner participation data.

- C. **Jointly Provided Activity:** An accredited CME activity developed in collaboration with an external, non-accredited organization.

IV. Supporting Policy Information

- A. ACCME requires providers to verify and maintain attendance records for six (6) years; Fertitta College of Medicine retains these records for ten (10) years.
- B. Data collected via physical sign in sheets, electronic spreadsheet for virtual attendance or CME Tracker may include:
 - a. Name of Learner
 - b. Activity Title
 - c. Date of Activity
 - d. Activity Format
 - e. Educational Delivery Method
 - f. Location
 - g. Credit Amount
 - h. Registration Requirement
 - i. Registration Fee
 - j. Date of Birth (MM/DD)
 - k. Medical Board License Number and State of Issue
- C. Records are maintained on a secure departmental SharePoint drive, which are regularly backed up in accordance with University IT policies.

V. Disciplinary Action for Non-Compliance

- A. Failure to accurately record or retain CME attendance records as outlined may lead to non-compliance with accreditation standards, impacting the department's ability to offer future CME activities.

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