

SECTION: 14 Faculty Affairs

AREA: Continuing Medical  
Education

NUMBER: 14.05.07

SUBJECT: Enduring Materials for Continuing Medical Education Activities

## I. Purpose and Scope

- A. This policy outlines the planning, execution, and documentation requirements for enduring material activities approved by the Tilman J. Fertitta Family College of Medicine (Fertitta College of Medicine) Office of Continuing Medical Education (CME).
- B. It applies to all planners, faculty, and staff responsible for developing, presenting, or supporting enduring CME activities.

## II. Policy

- A. An enduring material is a non-live continuing medical education activity that endures, or lasts, over time. It is most typically a recorded or video presentation or lecture, a CD ROM, an audiotape, podcase, archived webinar, internet-based materials, and other web-based activities. The learning experience by the physician may take place at any time in any place, rather than only at one time and one place, such as with a live continuing medical education activity. Journals, textbooks, or reference books are not considered Enduring Materials.
- B. Enduring materials must comply with all ACCME accreditation requirements and policies including the *Standards for Integrity and Independence in Accredited Education*. There are specific communication requirements for enduring materials because of the nature of the activities.
- C. To be certified for *AMA PRA Category 1 Credit™* and meet the Accreditation Council for Continuing Medical Education (ACCME) standards, enduring materials must be planned, reviewed, and maintained with the same rigor as live activities, and thus require a completed and approved *Tilman J. Fertitta College of Medicine Continuing Medical Education Program Planning Form*. Specific pre-activity disclosures and learner support components, such as references, bibliographies, and additional resources to allow for further study, are required in addition to post-test and evaluation.
- D. All enduring materials must be based on a documented educational gap and aligned with one or more desired outcomes related to physician competence, performance, or patient outcomes.

### III. Procedure

- A. All required CME information must be communicated to the learner prior to the learner beginning the Enduring Material activity. The specific information required to be communicated to learners for Enduring Materials needs to be clearly marked, not able to be bypassed, accessible and useful for learners.
- B. Continuing medical education information for enduring materials must include the following:
  - 1. Target audience and statement of need.
  - 2. Learning objectives.
  - 3. Activity faculty and their credentials.
  - 4. Accreditation and Credit Designation statements.
  - 5. Disclosure of financial relationships for every person in control of activity educational content and their role in the activity.
  - 6. Medium or combination of media used in the Enduring Material.
  - 7. Clear instructions to the learner on how to successfully complete the activity.
  - 8. Appropriate hardware, software requirements (if applicable).
  - 9. Estimated time to complete the educational activity which must be consistent with the credit designation statement.
  - 10. Dates of original release and most recent review or update.
  - 11. Termination or expiration date after which Enduring Material is no longer certified for credit.
  - 12. Post-test as a measurement of learner achievement of the educational purpose or learning objectives including communication to learners of the minimum performance level to successfully complete the activity for *AMA PRA Category 1 Credit™*.
  - 13. An evaluation component to measure changes in competence, performance in practice, and/or patient outcomes, and to assess if commercial bias is present.
  - 14. References or Bibliographic resources to allow for further study.
  - 15. A contact mechanism(s) for the learner to request technical assistance and to ask questions regarding the Enduring Material.
  - 16. A contact mechanism(s) for the learner to ask questions regarding the content of the Enduring Material.
  - 17. A contact mechanism(s) for the learner to ask questions or get help from the Office of Continuing Medical Education.
- C. Participation/attendance records are to be accurately maintained and verified.
- D. Participating physicians must complete a post-test and evaluation verifying their involvement and completion of the enduring material activity.

- E. Learners must receive a score an 80% or higher on the post-test to receive credit. Examinations are scored confidentially.
- F. Enduring materials may last forever; however, CME approval does not. ACCME policies require that enduring materials be renewed no less often than every 3 years. The Fertitta College of Medicine requires CME approval for enduring materials to be renewed every three (3) years.

Following initial review and approval:

- a. CME approval will be provided to enduring material for 3 years from the date of release.
- b. The enduring material author is expected to maintain the currency and scientific integrity of the activity. If the activity becomes outdated and cannot be revised then the activity must be withdrawn. Review dates, along with dates of initial approval and termination, must be available to the learner.
- c. Renewal of enduring material is based on our review of program updates, current conflict of interest disclosures, and evidence that all ACCME requirements have been met.

The most current review date must be included on the enduring material along with the original release date and termination date.

- G. Receiving assistance from commercial interests to provide or distribute enduring materials to learners is not permitted.
- H. *Academic Material Release Form* and *Media Release Form* must be obtained from faculty for permission to use likeness and for recording and distribution of media
- I. The Office of Continuing Medical Education must be able to document it has received permission for use of or otherwise permitted to use copyrighted materials within an Enduring Material.
- J. When creating an enduring material from a live activity, the Office of Continuing Medical Education will create two separate activities – one live activity and one enduring material activity - requiring two separate applications. Both activities must comply with all ACCME, AMA PRA and Fertitta College of Medicine policies that relate specifically to enduring materials.

## IV. Definitions

- A. **Enduring Material:** An educational activity accessible over time, with no set date or location, that allows the learner to choose when and where to participate.
- B. **ACCME:** The Accreditation Council for Continuing Medical Education.
- C. **AMA PRA Category 1 Credit™:** Credit designation awarded to CME activities that meet AMA and ACCME requirements.

## V. Supporting Policy Information

### A. Required Learner Disclosures

- a. Prior to starting the activity, learners must be provided with the following clearly marked and accessible information:
  - i. Target audience and statement of educational need
  - ii. Learning objectives
  - iii. Faculty names and credentials
  - iv. Accreditation and credit designation statements
  - v. Disclosure of commercial support (if applicable)
  - vi. Disclosure of financial relationships and roles of content contributors
  - vii. Media formats used (e.g., video, podcast, slide deck)
  - viii. Step-by-step completion instructions
  - ix. System and software requirements
  - x. Estimated time to complete the activity
  - xi. Release date, review date, and expiration date
  - xii. Post-test requirements and passing criteria
  - xiii. Evaluation to assess learning outcomes and bias
  - xiv. References or supporting literature
  - xv. Contact information for technical support, content questions, and CME Program assistance

### B. Accreditation Standards

- a. Enduring materials must meet the same accreditation criteria as live CME activities and must be reviewed and updated every three (3) years, or sooner if warranted by emerging evidence.

### C. Attendance and Recordkeeping

- a. Participation records will be securely maintained by the Office of Continuing Medical Education. Learners will be asked to complete an online credit claim form and may request credit certificates. Attendance and credit records are retained for a minimum of ten (10) years.

### D. Credit and Testing

- a. Participants must achieve a minimum score of 80% to receive credit on the required post-tests. Scores and feedback will be shared with the learner, and results will remain confidential.

### E. Activity Expiration and Review

- a. Enduring materials may not remain certified for more than two years without documented review. The original release date, most recent review date, and expiration date must be clearly listed in the activity materials.
- b. The Office of Continuing Medical Education will notify authors/90 days prior to the expiration date for review and update. Authors are responsible for submitting updates, revisions, and disclosures within 60 days. CME staff will complete final review within 30 days to ensure continuous certification if appropriate.

#### **F. Commercial Independence**

- a. Enduring materials must not be supported or distributed by ineligible companies. All content must remain free from commercial influence in accordance with the *Standards for Integrity and Independence in Accredited Continuing Education*.

#### **G. Conversion from Live to Enduring**

- a. When converting a live CME activity to an enduring material, a new activity record must be created. Both the live and enduring activities must meet their respective standards per ACCME standards and guidelines and will be reviewed separately.

## **VI. Disciplinary Action for Non-Compliance**

- A. Failure to follow this policy may result in withdrawal of CME credit approval, suspension of CME services, or termination of the activity.

## **VII. 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