

Required Elements for CME Flyers/Brochures/Agendas

To ensure compliance with accreditation standards and institutional policies, all CME activity flyers, agendas and brochures must include the following elements:

1. **Activity Title:** Clearly state the title of the CME activity.
2. **Date and Location:** Provide the exact date(s) and physical or virtual location of the activity.
3. **Target Audience:** Specify the intended audience (e.g., physicians, nurses, healthcare professionals).
4. **Educational Learning Objectives:** Specific, measurable, and educational learning objectives the activity aims to achieve.
5. **Accreditation Statement:** Include the official accreditation statement as provided by the Office of Continuing Medical Education.
6. **Credit Designation Statement:** State the number and type of credits offered (e.g., *1.00 AMA PRA Category 1 Credit™*).
7. **Faculty Information:** List all faculty members, including their credentials and affiliations.
8. **Disclosure Information:** Provide disclosure statements for all individuals in control of content, detailing any relevant financial relationships as provided by the Office of Continuing Medical Education.
9. **Agenda or Schedule of Events:** Present a detailed agenda, including session titles, times, and faculty presenters.
10. **Contact Information:** Provide contact details for the CME Office for any inquiries or further information.

****All flyers, agenda and brochures must be submitted to the Office of Continuing Medical Education for review and approval prior to distribution. ****

For assistance or additional information, please contact the Office of Continuing Medical Education at comcme@central.uh.edu.