

# Activity Types

Type of Activity	Description
<p><b>Live Activities</b></p>	<p>Live activities are courses, workshops, symposia, seminars, or other educational programs where a learner participates in real time. The activity can range from a single event to limited number of sessions within a short period. A live activity can be in-person or live-streamed on a virtual platform, or both.</p>
<p><b>Enduring Material Activities</b></p>	<p>Enduring materials are on-demand activities that do not specify a time or location and can be accessible during the designated lifespan of the activity. Examples include recorded presentations, online interactive educational modules, printed articles, and podcasts.</p>
<p><b>Regularly Scheduled Series</b></p>	<p>Regularly Scheduled Series (RSSs) are live activities planned as a succession of multiple, ongoing sessions offered on a periodic basis (e.g., weekly, bimonthly, monthly, or quarterly). An RSS is primarily planned by and presented to the accredited organization’s professional staff and generally targets the same audience over the whole series. Examples include grand rounds, tumor boards, case conferences, and morbidity and mortality conferences.</p>

# Credit Types Described

**Awarded to a physician learner** who has participated in and completed all requirements for a CE activity that serves to “maintain, develop, or increase the knowledge, skills, and professional performance and relationships that a physician uses to provide services for patients, the public, or the profession.” (Source: AMA Definition of CME)

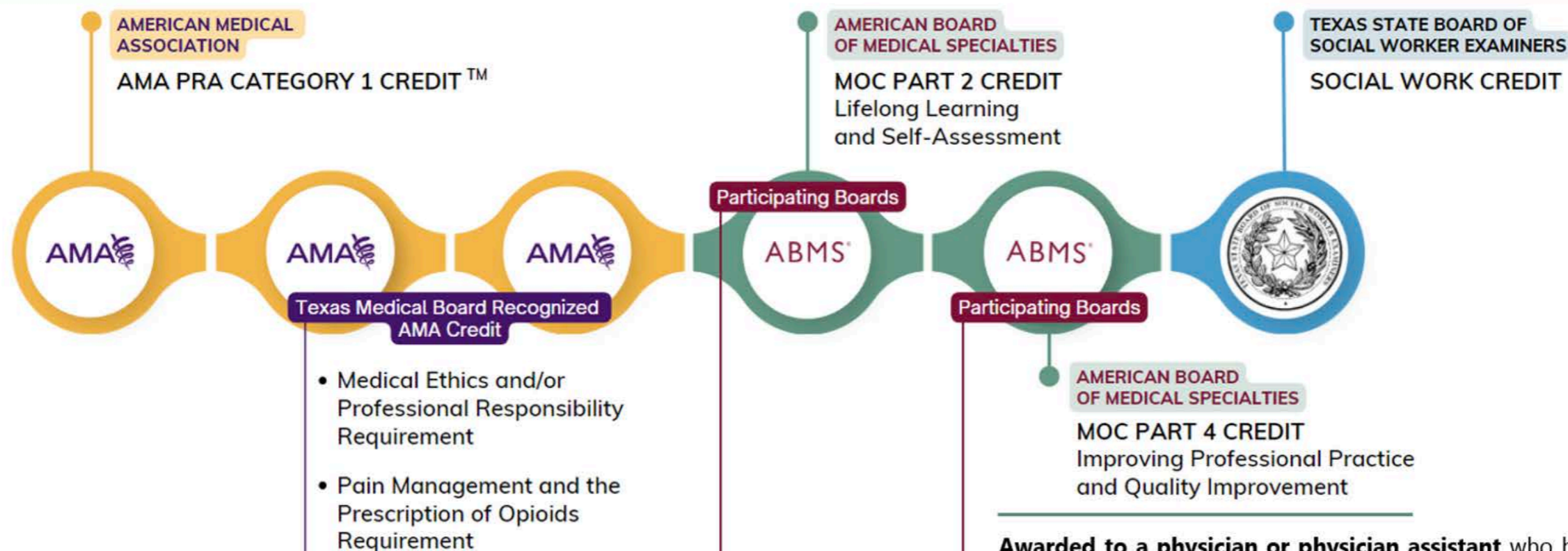
**Example Topics:** patient care and procedural skills, medical knowledge practice-based learning and improvement, interpersonal and communication skills, professionalism, systems-based practice

**Awarded to a physician learner** who has participated in and completed all requirements for a CE activity that meets the provisions set forth by relevant participating ABMS Member Board(s). CE activity and learner participation requirements vary per certifying Board.

**Example Topics:** improvements in medical knowledge, medical practice, practice assessment, patient safety; self-assessment, lifelong learning

**Awarded to a social worker learner** who has participate in a CE activity that meets the provisions set forth by the Texas State Board of Social Worker Examiners, and who has completed all applicable requirements.

**Example Topics:** ethics, domestic violence, suicide prevention, addiction, motivational interviewing, family educational rights and privacy act (FERPA), cultural competence



**Awarded to a physician learner** who has participated in the activity and completed all relevant requirements. Applicable to CE activities designated for *AMA PRA Category 1 Credit™* and that meet the credit requirement for the respective topic area.

**Example Topics | Medical Ethics and/or Professional Responsibility:**

social determinants of health; bias (racial, gender); abuse (child, adult, domestic); human sex trafficking; informed consent; professional conduct; communication (patient-physician, end-of-life)

**Example Topics | Pain Management and the Prescription of Opioids:**

efficacy and safety of medications for substance use disorders and acute and chronic pain; management of acute versus chronic pain; monitoring of pain management medications in primary care/inpatient setting; protocols for the safe and effective management of opioids and other controlled substances; strategies to improve outcomes of pain management

**Awarded to a physician or physician assistant** who has meaningfully participated in and completed all requirements for an eligible QI effort, based on criteria set forth by the ABMS Portfolio Program™.

**Example Topics:** access to care, choosing wisely/cost of care, regulatory compliance, health literacy, patient safety/harm reduction, procedural skills, readmissions, COVID-19, opioid use, resource stewardship, teamwork/team-based care, career sustainability, satisfaction, hand hygiene, preventive care

AMERICAN BOARD OF: ANESTHESIOLOGY ▪ DERMATOLOGY ▪ EMERGENCY MEDICINE ▪ FAMILY MEDICINE ▪ INTERNAL MEDICINE ▪ MEDICAL GENETICS & GENOMICS ▪ OBSTETRICS & GYNECOLOGY ▪ OTOLARYNGOLOGY – HEAD & NECK SURGERY ▪ PATHOLOGY ▪ PEDIATRICS ▪ PHYSICAL MEDICINE & REHABILITATION ▪ PREVENTIVE MEDICINE ▪ PSYCHIATRY & NEUROLOGY ▪ RADIOLOGY ▪ SURGERY ▪ THORACIC SURGERY ▪ UROLOGY

NATIONAL COMMISSION ON CERTIFICATION OF PHYSICIAN ASSISTANTS (NCCPA)

AMERICAN BOARD OF: ANESTHESIOLOGY ▪ INTERNAL MEDICINE ▪ OPHTHALMOLOGY ▪ OTOLARYNGOLOGY – HEAD & NECK SURGERY ▪ PATHOLOGY ▪ PEDIATRICS ▪ SURGERY

# Planning a CE Activity

## Application Resources

- **Figure 1: Activity Types**
- **Figure 2: Credit Types**
- **Glossary of CME Terms**
- **FAQs:** Applicants are strongly encouraged to review FAQs prior to and during Application process

## Ready to Apply?

To access the appropriate **Activity Application Form**, refer to the FAQs for the selected Activity Type of interest.

## Need Assistance?

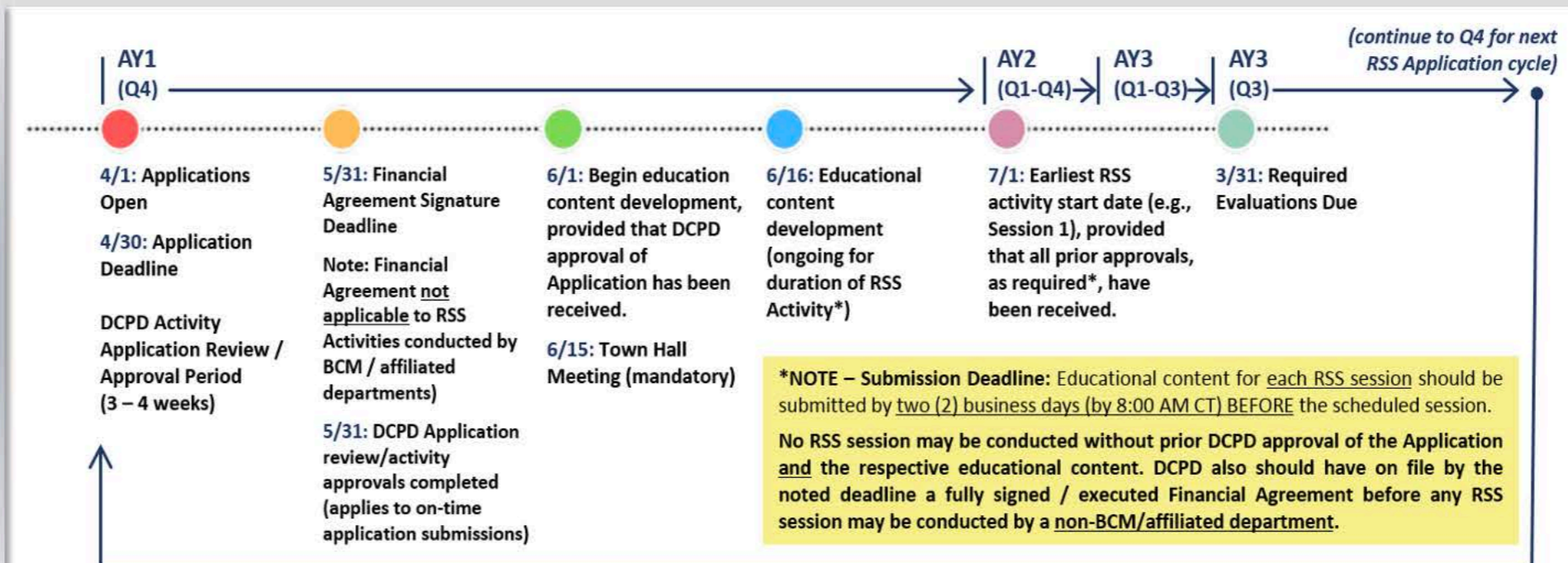
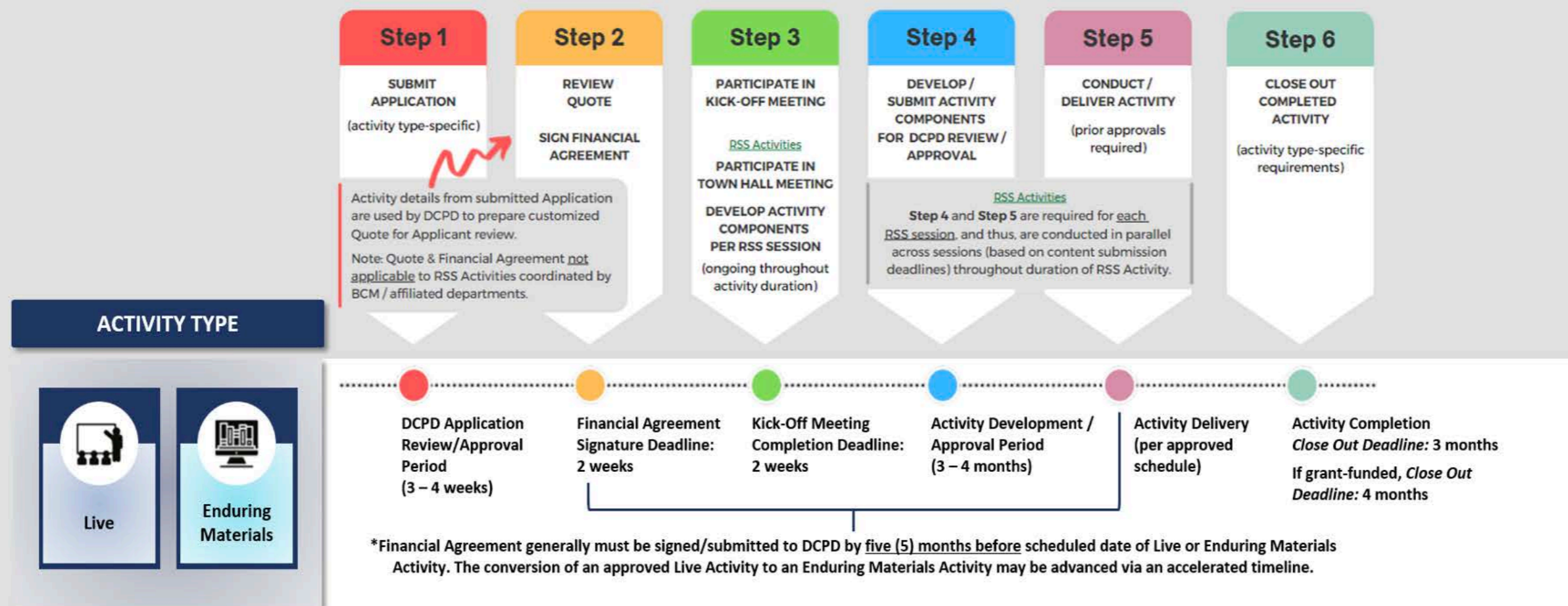
- Contact BCM DCPD: [cpd@bcm.edu](mailto:cpd@bcm.edu)

## Step by Step OVERVIEW: CE Activity Planning Checklist



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Note: Any deadline that falls on a weekend or BCM holiday, should be observed on the subsequent business day, unless otherwise instructed by DCPD.

# Planning a CE Activity Included vs. Add-On Services (by Activity type)

SERVICES PROVIDED (By Activity Type)		LIVE		REGULARLY SCHEDULED SERIES		ENDURING MATERIALS	
		INCLUDED	ADD-ON	INCLUDED	ADD-ON	INCLUDED	ADD-ON
<b>CE Certification</b>	personalized guidance for overall development & delivery of accreditation-compliant CE activity	✓		✓		✓	
<b>Activity Account Creation &amp; Management</b>	creation of dedicated activity management account for tracking, managing, & processing activity-related financial transactions	✓		✓		✓	
<b>Compliance Management</b>	content development templates; review/approval of educational & promotional materials; attendance at planning meetings; activity monitoring	✓		✓		✓	
<b>Activity Promotion</b>	preparation of up to three (3) email blasts to select target audience via DCPD database	✓				✓	
<b>Activity Promotion – Ongoing</b>	preparation of additional email blasts (after initial three) to same target audience via DCPD database		+				+
<b>Online Activity Registration</b>	development/ongoing management of activity web page, online activity registration portal, & credit card processing; reconciliation/financial management of participant registration		+			✓	
<b>Educational Grant Application &amp; Compliance Management</b>	preparation & submission of educational grant application; compliance management of grant requirements; management & reconciliation of grant funds, including reporting		+			✓	
<b>Conflict of Interest (COI) Management</b>	COI identification, management, mitigation assistance; disclosure maintenance; preparation of CME information announcement statement	✓		✓		✓	
<b>Activity Evaluation Guidance</b>	activity-specific evaluation & outcomes assessment forms	✓		✓		✓	
<b>CE Credit &amp; Attendance Certificate Management</b>	management & issuance of credit certificate; preparation of credit completion report(s)	✓		✓		✓	
<b>Participant Credit Completion Management</b>	management of participant data & credit eligibility verification; maintenance of credit completion records & documentation requests	✓		✓		✓	
<b>Online Enduring Material Conversion</b>	approved CE activity conversion to enduring material activity; compliance management of copyright permissions & educational content; development of activity web page with customizable components		+		+		