

ISMA'S SPRING AND FALL 2018 REACCREDITATION NOTIFICATION TIMELINE

FUNCTION	TIMELINE	DESCRIPTION
ISMA conducts NEXT STEPS dialogue with providers imparting information about Reaccreditation Process and sharing pertinent documents	<p><u>Spring:</u> Sept. 22, 2017; 11 am Sept. 28, 2017; 11 am</p> <p><u>Fall:</u> April 10, 2018; 2 pm</p>	<p>Review of:</p> <ul style="list-style-type: none"> • Guide to the Process for ISMA Reaccreditation • Outline for the Self-Study Report for ISMA Reaccreditation • Performance-in-Practice Abstract • Reaccreditation Fees
Spring and Fall 2018, Provider selects date of survey	<p><u>Spring Time Frame:</u> Mar/April/May 2018</p> <p><u>Fall Time Frame:</u> Aug/Sept 2018</p>	<p>Provider must select 2-3 potential dates/times for the survey date.</p> <p><u>Spring:</u> Submit by October 2, 2017 <u>Fall:</u> Submit by April 30, 2018</p> <p>All surveys must be conducted by: <u>Spring:</u> May 4, 2018 <u>Fall:</u> October 5, 2018</p> <p>(1 month prior to Commission Meeting)</p>
Spring and Fall 2018, Provider selects date to submit Self Study and Activity Files (PIP)	<p><u>Spring Due:</u> Latest date - April 9</p> <p><u>Fall Due:</u> Latest date – Sept. 10</p>	<p>Providers to submit reaccreditation/self-study materials to ISMA Office no less than 3 weeks prior to Survey date.</p> <p>If materials are late, a late fee will be charged to provider.</p>
CME Survey	Date and time determined by Provider and ISMA	Two ISMA surveyors and ISMA staff are assigned to conduct the interview. The survey interview will take no longer than 90 minutes. Surveys are typically conducted by conference call.
Commission on Medical Education Meeting	<p><u>Spring Meeting:</u> June 8, 2018</p> <p><u>Fall Meeting:</u> November 9, 2018</p>	The Commission on Medical Education meets to render provider CME accreditation determinations. The provider's team of surveyors report on behalf of the CME provider.
ISMA Commission Accreditation Determination Letter	<p>Provider will receive by</p> <p><u>Spring:</u> July 6, 2018 <u>Fall:</u> Dec. 7, 2018</p>	All providers will receive an ISMA Accreditation Determination letter within 30 days of the Commission meeting.
Appeal Notification from CME Provider	The ISMA has 120 days to respond	A provider may submit an appeal request after receipt of their CME Accreditation Letter. ISMA reviews and submits appeal decision letter/notification.