

2024 ISMA REACCREDITATION PREP TIMELINE

TASK	SUBMISSION DEADLINE	COMPLETION DATE	ASSIGNED TO/ COMPLETED BY
Reaccreditation Webinar with ACCME	6/15/23		Cheryl/Ranae
Confirmation of Intent to Apply	7/5/23		Cheryl
Update Activities in PARS for Current Term	7/19/23		Cheryl
CME Dept. Huddle to discuss Reaccreditation Assignments and Timeline	9/18/23		ALL
Evaluation Compilation from Live/Mobile App Courses	10/6/23		Michelle
Have Evaluation Data Aggregated/to Ranae for Summarization	10/13/23		Michelle
Review 2020 Self Study	Ongoing		ALL
Conduct Overall CME Program Review (Consider Improvements since last Accreditation Cycle)			ALL
Self-Study Writing: - Prologue/History/Organizational Chart - Mission/Expected Results - Analyzes Change - Program Analysis - Program Improvements - Educational Needs - Designed to Change - Appropriate Formats - Competencies - Standard 1: Content Validity - Standard 2: Preventing Commercial Bias - Standard 3: Identify/Mitigate/Disclose Rel. Fin. Rel. - Standard 4: Managing Commercial Support - Standard 5: Managing Ancillary Activities - Accreditation Statement - CME Activity Attendance & Records Retention			Ranae/ Cheryl
Pull/Assemble 15 Activity Files for Performance-in-Practice Review	11/3/23		Cheryl
Self Study FIRST DRAFT to be completed for CME Staff Review	11/3/23		Ranae
Self Study FIRST DRAFT to Julie Reed/EVP for REVIEW	11/10/23		Ranae
Return of Self Study FIRST DRAFT from Julie Reed	11/17/23		Julie
Self Study FINAL DRAFT to be completed	11/22/23		ALL
Self Study REPORT ENTRY in PARS	11/28/23		Cheryl
Self Study DUE to ACCME	11/29/23		
Accreditation Interview	3/5/24; 12 N ET		ALL
ACCME – ARC Meeting	July 2024		
ACCME Board of Directors Meeting (Accred. Decision)	July 2024		
Pay Accreditation Fee - \$_____	Post-survey		