



# Initial Accreditation Timeline

Welcome to the Initial Accreditation process! The timeline and major milestones are described below. Please contact [eciccarelli@mainemed.com](mailto:eciccarelli@mainemed.com) if you need assistance.



## Three Major Components for Accreditation

Self-Study Report



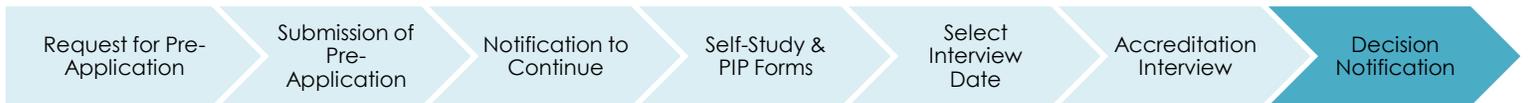
Performance-in-Practice Review



Accreditation Interview



**INITIAL ACCREDITATION DECISION:** <enter due date here>



Complete by	Milestone
<input type="checkbox"/> MONTH 1	<b>Request for Pre-Application:</b> Upon request, the MMA will send you a pre-application for becoming a CME Provider. The pre-application is also available on the <a href="#">MMA Website</a> .
<input type="checkbox"/> MONTH 3	<b>Submission of Pre-Application and Payment:</b> Although there is no specific deadline for the submission of the pre-application, most organizations complete the pre-application within two months. There is a \$500 pre-application fee due at the time of submission
<input type="checkbox"/> MONTH 4	<b>Notification to Continue:</b> The MMA will review the pre-application and, if your organization is deemed eligible and appears to have processes in place to fulfill the requirements, you will receive an invitation to continue with the initial accreditation process.
<input type="checkbox"/> MONTH 7	<b>Submit Self-Study &amp; PIP Forms:</b> You will submit your completed Self-Study Report and Performance-in-Practice Structured Abstracts.
<input type="checkbox"/> MONTH 8	<b>Select Interview Date:</b> The MMA will send an email for the interview date and time selection.
<input type="checkbox"/> MONTH 9-10	<b>Accreditation Interview:</b> You will participate in an interview with the MMA surveyors to provide clarification about the materials you submitted and your CME program.
<input type="checkbox"/> MONTH 11-12	<b>Decision Notification:</b> The CCMEA will send an email notifying you of the accreditation decision. You will also receive an invoice for the initial accreditation process.

### Deadline Extensions:

If your organization is unable to meet the MMA's accreditation process deadlines, you may request a one-time extension of your established deadlines. If your request is approved, your current accreditation decision may be extended up to four months and be subject to the extension fee. This fee is \$0 if an extension is requested 30 days prior to the Self-Study and PIP Forms submission due date. The fee is \$100 if the extension is requested within 30 days or after the Self-Study and PIP Forms due date.