

## Attachment Checklist for Reaccreditation Materials

*Use this checklist to make sure you have all the attachments necessary for the Self Study and Performance-in-Practice Structured Abstracts.*

**Notes:**

- If there are multiple types of documents to submit for one attachment request, label the documents with an (a) and (b) to distinguish between them. *Example:* 5a. Faculty Disclosure Form; 5b. Faculty Disclosure Form
- The Activity ID refers to the ACCME Activity ID assigned to the activity in PARS.
- A Performance-in-Practice Structured Abstract (PIP) needs to be completed for each activity selected for review. Attachments need to be included for each activity, even if they are the same as for another activity.

Has this been included?	Part of Self-Study Report or PIP?	Attachment Label	Represents	Required or Conditional	Associated Question
	Self-Study	1. Organizational Structure	A chart that shows the leadership and structure of the CME program	Required	Question 2
	Self-Study	2. CME Activity Application	The application CME activity approval used in the organization	Conditional, if one is used	Question 3
	Self-Study	3. Evaluation Form	An example of a typical evaluation used to collect data on changes in learner competence	Conditional, if data on learner competence is collected	Question 12
	Self-Study	4. CME Policy Manual	Policies and procedures regarding the requirements for the Standards of Integrity and Independence	Conditional, if the organization has a CME Policy Manual	Question 14
	Self-Study	5. Faculty Disclosure Form	The mechanism used to collect information about financial relationships for individuals in control of content	Required	Question 20
	Self-Study	6. Individual Participant Report	A report of participation in CME activities for an individual participant	Required	Question 31
	Self-Study	7. ProviderID#(insert number)_AMA	One PDF with bookmarks containing the AMA Statement as presented to learners for each activity selected for review	Required	Question 33

Has this been included?	Part of Self-Study Report or PIP?	Attachment Label	Represents	Required or Conditional	Associated Question
	PIP	1. Change Data_(PARSActivityID)	Changes achieved in learner competence, performance, or patient outcomes. Most often represented by completed evaluation forms or evaluation summaries.	Required	8
	PIP	2. Standard 1 Content Validity_(PARSActivityID)	The nature and scope of the CME content represented by a brochure, a list of dates and topics, or an enduring material	Required	9
	PIP	3. Standard 3 Faculty Disclosure_(PARSActivityID)	A completed faculty disclosure used to collect the financial relationship information of an individual in control of content for the activity	Required	15
	PIP	4. Standard 3 Individuals in Control of Content_(PARSActivityID)	A spreadsheet downloaded from PIP question 16, filled in with ALL individuals in control of content (planners, presenters, etc.)	Required	16
	PIP	5. Standard 3 Financial Relationships Disclosure_(PARSActivityID)	The disclosure made to learners regarding the presence and/or absence of relevant financial relationships for ALL individuals in control of content	Required	17
	PIP	6. Standard 4 Commercial Support Agreement (PARSActivity ID)	The signed letter of agreement between the provider and the ineligible company describing the conditions of the commercial support. A letter should be included for each commercial supporter.	Conditional, if the activity was commercially supported	20
	PIP	7. Standard 4 Commercial Support Disclosure_(PARSActivityID)	The disclosure made to learners regarding the commercial support received.	Conditional, if the activity was commercially supported	21
	PIP	8. Accreditation Statement_(PARSActivityID)	The accreditation statement as presented to learners in the activity.	Required	22