

American Psychiatric Association

Department of Continuing Medical Education

1000 Wilson Blvd. Suite 1825, Arlington, VA 22209

Telephone: (703) 907-8661 ♦ Fax: (703) 907-7849

E-mail: educme@psych.org ♦ Website: www.psych.org/cme



CME Information and Report Form

The APA CME Requirement

The APA requires that members participate in at least 150 hours of continuing medical education (CME) activities per three-year period, of which at least 60 hours must be in Category 1 activities.

In December 1983, the APA Board of Trustees ratified a change in reporting CME activities. Although the basic requirement of 150 hours every three years (with at least 60 hours in Category 1) remains the same, members no longer are required to report these specific activities but need only sign and return a compliance statement to the effect that the requirement has been met. *A certificate will **not** be issued for this method of reporting. To receive a certificate, follow the instructions in the next section.*

Submission of the Report Form to Receive a CME Certificate

Reporting cycle: APA CME reports encompass a three-year reporting period, and certificates expire three years from the end of that period. A report made for the period July 1997–July 2000, for example, would result in a certificate expiring in July 2003. The next report would be due in July 2003, and would cover the period from July 2000 - July 2003. Reports may be predated, but may not extend beyond the month and year the report is submitted.

Category 1 CME Activities: Titles and accredited sponsors of activities approved for Category 1 Credit should be listed on the front of the CME form. Accredited sponsors are those institutions and organizations, which have been designated by the Accreditation Council on Continuing Medical Education (ACCME) to sponsor continuing medical education for physicians. The date, place, and credit hours should be listed for each Category 1 activity. Reporting is on an honor basis; evidence of attendance and documentation of hours is not required. To fulfill the CME requirement, the report must show a total of at least 60 Category 1 hours.

In addition to the guidelines for Category 1 CME credits outlined above, the APA recognizes these additions to Category 1 Credit in agreement with the AMA Physician's Recognition Award:

1. Articles published in peer-reviewed journals (journals included in the *Index Medicus*): 10 Category 1 Credits for each article, 1 article per year.
2. Poster preparation for an exhibit at a medical meeting designated for *AMA PRA Category 1 credit*[™], with a published abstract: 5 Category 1 Credits per poster, 1 presentation per year.
3. As an APA member, you may claim 25 Category 1 Credits for the successful completion of Part I and 25 Category 1 Credits for the successful completion of Part II of the examinations of the American Board of Psychiatry and Neurology, and the Royal College of Physicians and Surgeons (of Canada). You may also claim 25 Category 1 Credits for successful completion of the ABPN or APA specialty board certification and recertification in Addiction Psychiatry, Administrative Psychiatry, Child and Adolescent Psychiatry, Forensic Psychiatry, Geriatric Psychiatry, Hospice and Palliative Medicine, Pain Medicine, Psychosomatic Medicine and Sleep Medicine. These credits apply only toward the APA CME Certificate; no separate certificate is provided by APA. A physician may apply directly to the AMA for a certificate that specifically reports successful completion of a Board certification or recertification exam.

4. Medically related degrees, such as the Master's in Public Health: 25 Category 1 Credits following award of the advanced degree.

Category 2 CME Activities: Category 2 educational activities should be listed on the back of the report form. The total of Category 1 and Category 2 credit hours must be at least 150 hours.

Some organized CME programs are presented by accredited sponsors, yet do not meet all the standards for Category 1; these may be considered as Category 2 (e.g., some Workshops at the APA Annual Meeting). Conversely, some activities, which appear to meet the descriptions of Category 2 on the back of the form, may have been approved for Category 1 by an accredited institution or organization.

Alternate Methods of Reporting for a CME Certificate

Members may also satisfy the APA CME reporting requirement by completing report forms from other organizations, which utilize the requisite three-year reporting period. These forms are subject to APA standards for review.

To eliminate duplication of efforts, the APA accepts the following alternate methods of reporting:

Submit a copy of current re-registration of medical licensure from any state that has CME requirements equal to or greater than the APA (i.e. 50 credits/year with at least 20/year as Category 1 Credits).

Submit a copy of a current CME certificate from a state medical society that has CME requirements equal to or greater than the APA (i.e. 50 credits/year with at least 20/year as Category 1 Credits).

Submit a copy of a current Physician's Recognition Award (PRA) from the American Medical Association.

Reciprocity with AMA: By completing APA's CME membership requirement and qualifying for the APA CME certificate, members may also qualify for the standard Physician's Recognition Award (PRA) of the American Medical Association (AMA).

In each of the above cases, the Department of Continuing Medical Education will issue an APA CME certificate valid for the same period as the document submitted.

The APA does not maintain records of the CME activities of its members. Each member is responsible for maintaining a personal record of his/her CME activities, including certificates of attendance and/or other documents. The APA reserves the right to request documentation and audit records of members' continuing medical education activities.

Category 1 Credits continued (Report at least 60 hours of activities)

Activity	Dates	Hours
Articles published in peer-reviewed journals <i>10 category 1 credits for each article per year</i>		
Poster preparation <i>5 category 1 credits per poster, 1 presentation per year</i>		
Successful completion of: Part I and Part II of the examinations of the American Board of Psychiatry and Neurology, and the Royal College of Physicians and Surgeons (of Canada). <i>25 Category 1 Credits</i> Specialty board certification and re-certification <i>25 Category 1 Credits</i>		
Medically related degrees <i>25 Category 1 credits following award of the advanced degree</i>		

Total Category 1 hours _____

Category 2 (list only the number of hours for each activity in which you have participated)

Activity	Hours
1. Organized medical programs without accredited sponsorship	_____
2. Medical teaching	_____
3. Reading of professional literature	_____
4. Professional writing	_____
5. Research	_____
6. Preparation and presentation of papers	_____
7. Involvement in special projects where new learning has occurred	_____
8. Individual study programs	_____
9. Consultation and supervision	_____
10. Patient care review	_____
11. Preparation for Board examinations	_____
12. Audio-visual programs	_____
13. Other medical education activities	_____
Total Category 2 hours	_____

The APA does not maintain records of the CME activities of its members. Each member is responsible for maintaining a personal record of his/her CME activities, including certificates of attendance and/or other documents. *The APA reserves the right to request documentation and audit records of members' continuing medical education activities.*

Signature _____ Date _____

Mail or Fax to: **Department of Continuing Medical Education**
American Psychiatric Association
1000 Wilson Blvd. Suite 1825
Arlington, VA 22209
Fax (703) 907-7849

Please allow 4-6 weeks for processing this report



CONTINUING MEDICAL EDUCATION

Questions and Answers for APA Members

What is the APA Continuing Medical Education (CME) Requirement?

The APA requires participation in a total of 150 hours of CME activities within a three-year reporting period. At least 60 hours must be in Category 1 CME activities. The remaining 90 hours may be in either Category 1 or Category 2, which encompasses all other activities that bring about new learning—for example, medical teaching, reading of professional literature, and consultation.

How do I demonstrate that I have fulfilled the requirement?

By signing and returning a compliance statement, which the APA will send when requested at the end of each three-year reporting cycle.

Members who are licensed in a state which has CME requirements for licensure or for risk insurance that are comparable to those of the APA are considered to have met the APA CME requirement and do not need to send in a compliance statement.

However, a certificate will not be issued for either of these methods of compliance. To receive a certificate, follow the instructions in the next section.

How can I obtain an APA CME certificate?

APA CME certificates are issued to members upon receipt of a complete report of your CME activities. You can submit a completed APA report form (available upon request from the Department of Continuing Medical Education) and also through utilizing the CME recorder within the APA CME website - or by using one of the following alternate reporting methods:

Submit:

a copy of your current Physician's Recognition Award (PRA) from the American Medical Association, or

a copy of your current re-registration of medical licensure from states which have CME requirements that are equal to or greater than those of the APA or

a copy of your current CME certificate from the state medical society which have CME requirements that are equal to or greater than those of the APA

Must I provide verification of attendance for each Category 1 CME activity when I submit a report?

No. Reporting is on an honor basis. However, reports are reviewed to assure that the hourly and categorical requirements have been met, and therefore it is important for members who use the official form to specify the accredited sponsor (for Category 1) as well as the correct title and dates of each activity or program. The APA reserves the right to request documentation and audit records of members' continuing medical education activities. If supporting materials are provided, they are returned along with the certificate.

Reciprocity with AMA

By completing APA's CME membership requirement and qualifying for the APA CME certificate, members may also qualify for the standard Physician's Recognition Award (PRA) of the American Medical Association (AMA).

Reciprocity with Canadian Psychiatric Association/Royal College of Physicians and Surgeons

APA sponsored and jointly-sponsored CME activities qualify as accredited group learning activities as defined by the Maintenance of Certification Program of the Royal College of Physicians and Surgeons of Canada.

By completing APA's CME membership requirement and qualifying for the APA CME certificate, Canadian members may also receive

credit towards completion of the requirements of the Royal College of Physicians and Surgeons as administered by the Canadian Psychiatric Association.

Do I receive CME credit for participation in Internship, Residency, or Fellowship Training Programs?

Yes. You may claim 50 hours of Category 1 CME credit for each full year of training in a program that has been approved by the Accreditation Council for Graduate Medical Education (ACGME).

How soon after I complete residency should I begin reporting my CME activities to the APA?

Following completion of an ACGME approved residency, APA members are considered to be in compliance with the APA CME requirement. Reporting should begin within three years.

May I claim credit toward APA CME requirement by successful completion of the Boards?

Yes. You may claim 25 category 1 credits for the successful completion of Part I and 25 category 1 credits for the successful completion of Part II of the examinations of the American Board of Psychiatry and Neurology (ABPN), the Royal College of Physicians and Surgeons (of Canada), and the APA. You may also claim 25 category 1 credits for the successful completion of ABPN or APA specialty board certification and specialty board recertification in Addiction Psychiatry, Administrative Psychiatry, Child and Adolescent Psychiatry, Forensic Psychiatry, Geriatric Psychiatry, Hospice and Palliative Medicine, Pain Medicine, Psychosomatic Medicine and Sleep Medicine.

Who is exempt from the CME Requirement?

Life members and Life Fellows who were elevated to life status during or prior to May 1976 are exempt from the CME requirement. Members achieving those member classes after May 1976 are subject to the CME requirement. Members who are retired are exempt from the requirement when the APA receives notification of their retirement. Members who cannot practice due to illness or disability may apply for an exemption through their District Branch membership committee. The District Branch reviews the request and forwards its recommendations to the APA Committee on Continuing Medical Education. APA members residing outside the United States are exempt from the categorical requirements, although they must report 150 hours of CME activity.

Who establishes the APA CME requirement?

The Members of the APA approved a constitutional amendment in 1974 that mandated participation in CME activities as a condition of membership. In May 1981, the Board of Trustees endorsed the current standards of participation in CME activities. The Board approved the current method of reporting in December 1983. The primary purpose of this requirement is to promote the highest quality psychiatric care and to encourage continuing professional growth of psychiatrists.

Does the APA keep records of my ongoing CME activities?

No. The APA does not have staff or computer resources to keep cumulative records for each member. Members are responsible for maintaining their own records. Members may maintain and track their CME activities on the APA web site, www.psych.org/cme through the CME recorder. The APA would like to assist you in meeting the CME requirements. Please feel free to call or write the Department of Continuing Medical Education for assistance. The report form may also be filed electronically by completing it on the APA web site at www.psych.org/cme

Department of Continuing Medical Education

American Psychiatric Association

1000 Wilson Boulevard Suite 1825 Arlington VA 22209

Phone: 703-907-8671 // Fax 703-907-7849 // E-mail: educme@psych.org