

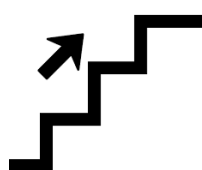
How to Become a Certified CME Field Agent (CMEFA) at NYU Winthrop Hospital



A **Certified CME Field Agent (CMEFA)** is required within your clinical department for all CME Activities that your department sponsors and manages. These activities include long-format CME symposia, as well as recurring CME series such as Grand Rounds, Journal Clubs, M&Ms, Tumor Board, Visiting Professor Lecture series and others.

"Managed within your clinical department" means that your department staff have accepted responsibility for organizing speaker management, logistics, curriculum development, production and financial accounting for your CME activity or series; and that the CME office staff merely serves to **accredit** your series or symposium and provide you with CME compliance oversight only, without manage these other aspects**.

There are **four steps to becoming the Certified CME Field Agent** for your Regularly Scheduled CME Series or Long-Format CME Symposium:



1. Log-in using Kerberos ID to **complete your disclosure form** [HERE](#).
2. **Study the CMEFA Training** Video Series (3.5 hours).
3. **Achieve passing grade** of 80% on the CMEFA Certification Exam.
4. **Sign a Letter of Assent or CME Project Timeline** undertaking the CMEFA assigned duties for a given series or long-format symposium.

Definition of CME Field Agent Responsibilities for Regularly Scheduled Series

CMEFA's assume responsibility for CME Compliance for department-based series. Please complete the following requirements to Certify or Recertify your series to award CME credit to physicians:

- A. *If your series is New, Not-Yet-CME-Accredited, or Due for Reaccreditation*, please **complete the Series Accreditation Application** [HERE](#). If you do not know the status of your series, please refer to your Series' most recent **CME Accreditation Decision Letter** for the valid dates of your series.
- B. **To keep your RSS series Compliant with CME regulations**, refer to the [Checklist of Required elements for CME Compliance for Regularly Scheduled Series \(RSS\) Activities](#), for the documentation that must be filed for EVERY session in your series. The requirements vary by session type.
- C. Once you have agreed to act as the CMEFA for a given activity, you are responsible for all CME compliance duties as outlined in your **Letter of Assent or Project Timeline**. You must have written permission from the CME Director before you can hand-off these CMEFA duties to another staff member, and **your successor must become a Certified CMEFA *before* you can hand-off the duties.**
- D. **Until the CME Director issues your successor a letter swapping you out, you are still responsible for completing the CMEFA compliance duties under the terms of the letter you sign, even if you change departments.** This level of accountability is required in order to keep NYU Winthrop Hospital from receiving accreditation downgrades or probation.

** For compliance with ACCME Standards of Commercial Support, the CME Office is required to manage any fundraising intended to support CME activities. If your Activity Director wishes to pursue Fundraising, please contact the CME office 4-6 months in advance of the target date, to allow sufficient time to submit to corporate grant approvals.