

**University of Rochester School of Medicine & Dentistry
Office of Continuing Professional Education**

REGULARLY SCHEDULED SERIES (RSS) QUARTERLY REPORTING REQUIREMENTS

Session documentation needs to be provided at 3 month intervals during the certification period. Each time records are submitted, they should be typed and clearly identified as to the program they represent and the certification period involved. **Credit can only be given to those sessions for which we have this information.**

Record submission intervals:

INTERVAL	RECORDS DUE on last business day of:
July through September	October
October through December	January (bi-annual materials also due)
January through March	April
April through June	July (bi-annual materials also due)

The following materials should be submitted each quarter:

For every individual session for which credit is to be given:

- 1) **Individual Session Cover Page** (must include the information below and **must** be handed out to all participants at every session)
 - Name of Series
 - Date of Session
 - Topic/Title of Presentation
 - Speaker Name
 - Speaker affiliation/institution
 - Learning Objective(s)
 - SCS Statement
 - Accreditation & Certification Statements
 - Planning Committee/Speaker Declaration (for **EVERY** person in a position to control content of the activity – if nothing to declare, state “None”))
 - Commercial Supporting Company(s) (if any; if there was no commercial support received, state “None”)
- 2) **Speaker Declaration Form(s)**, initialed by Activity Director (check CPE website for new form)
- 3) **Commercial Support Agreement(s)** (if used)
- 4) **A sample of handout materials** (from 1 or 2 sessions during the quarter – not required)

Enter Attendance records: Following the receipt of the above documentation, the records will be reviewed for compliance by the CPE office. Upon approval, the Administrative Contact for each series will receive an email to confirm that they can enter their attendance into the system. After the sessions have been recorded, the Administrative Contact will receive an email alerting them that the sessions are closed.

The following materials should be submitted bi-annually:

Rounds Financial Summary Form: This form must be filled out and forwarded along with the signed Letters of Agreement for Commercial Support. If no speakers were paid and no commercial support was received, please indicate this on the form.

Outcomes Measurement Summary and Analysis Form: Evaluations measuring series level outcomes must be accomplished **at least twice per year**. Activity Director (and Planning Committee if applicable) must report on the effectiveness of this activity based on the stated purpose and overall learning objectives for the series. Please send a **SUMMARY** of the data collected, do **NOT** send the original evaluation forms.

Awarding of CME credit to the individual learner is dependent on the timely receipt of above documentation. **Be sure to check the CPE web site (www.urmc.rochester.edu/cpe) regularly to obtain the most current forms.** Direct questions to Ms. Jessica Wright in the Office of Continuing Professional Education at 275-4392.