**Joint Accreditation Statement Guidelines for CCEHS Staff**

UPMC Center for Continuing Education in the Health Sciences (CCEHS)

**Accreditation and Credit Designation Guidelines**

**Accreditation, Credit Designation and Calculation (Live, Enduring, Blended Activities)**

Compliance with **Accreditation and Credit Designation Guidelines** is the responsibility of the person assigned to the course application (e.g., CCEHS Staff, Nurse Planner).

Accreditation and credit designation statements must be included any activity materials that reference credit (e.g., \*marketing, onsite materials, web-based content, certificates) and follow the guidelines described below.

**Accreditation Statements**

Regardless of the type(s) of credit being awarded, the official joint accreditation statement must be used to inform learners of an accredited continuing education activity. This replaces the previously used accreditation statements. For example, “The University of Pittsburgh is accredited by the Accreditation Council for Continuing Medical Education to provide AMA Category 1 Credit TM” will no longer be used.

**Directly Providership**

In support of improving patient care, the University of Pittsburgh is jointly accredited by the Accreditation Council for Continuing Medical Education (ACCME), the Accreditation Council for Pharmacy Education (ACPE), and the American Nurses Credentialing Center (ANCC), to provide continuing education for the healthcare team.

**Jointly Providership**

In support of improving patient care, this activity has been planned and implemented by the University of Pittsburgh and [Insert name of Joint Sponsor]. The University of Pittsburgh is jointly accredited by the Accreditation Council for Continuing Medical Education (ACCME), the Accreditation Council for Pharmacy Education (ACPE), and the American Nurses Credentialing Center (ANCC), to provide continuing education for the healthcare team.

**Note(s):**

* The statements cannot be altered.
* "Save the Date" information (e.g., including title, date, location only) can be distributed without the official joint accreditation statement.
* \*Marketing includes all primary promotional materials (printed or electronic) that include a full agenda, lecture topics, presenter names, and/or the ability to register.

**Calculating Credit**

**Step 1:** Identify the type of credit being awarded. The type of credit being awarded is determined during the application process and subject to change, as appropriate. At this time, the CCEHS is offering CME, CNE, CPE and AAPA.

**Step 2:** Determine those portions of the educational activity devoted to the learning experience (including introduction and closing remarks, if applicable) and time spent evaluating the activity (including course evaluation and/or post-test). Credit is not awarded for non-educational portions such as breaks.

**Live Activity:**

The maximum credit awarded for a live activity must be determined by an agenda or outline that include designated daily start and adjournment times and delineates time for breaks and meals.

Credit is claimed based on the learner’s participation time, up to the designated maximum for the activity.

**Enduring Activity:**

The maximum credit awarded for an enduring activity must be determined by the best reasonable estimate of the amount of time it will take a to complete the activity and satisfy its objectives and/or purpose, such as the average time it takes a small sample group of the target audience to complete the material or the run-time of the online content along with the best reasonable estimate of time to complete the evaluation/post-test.

Learners who successfully complete an enduring material may claim the full amount of credit for which the activity is designated, regardless of the amount of time it took them to complete the activity.

**Blended Activity:**

A Blended Activity combines aspects of a live activity and an online activity into one activity. The most common example is a portion of the enduring activity conducted, and often required to be completed, prior to the live activity. The maximum credit awarded for a blended activity must be determined by the best reasonable estimate of the amount of time it will take a to complete the activity and satisfy its objectives and/or purpose (i.e. combing enduring material portion with live agenda).

Learners who successfully complete a blended may claim the full amount of credit for which the activity is designated, regardless of the amount of time it took them to complete the activity.

**Note(s):**

* Other learning formats, such as performance improvement credit, must be approved by the CCEHS Executive Director.

**Step 3:** Credit must be calculated according to the requirements established by the accrediting body as prescribed below:

**Physician (AMA), Pharmacy (ACPE), Physician Assistant (AAPA), Nursing (ANCC), Social Work (ASWB) Other healthcare professionals:**

Credit is based on real time, i.e. 60 minutes = one hour. Credit is designated in 15 minute, or 0.25 credit increments. \***Credit should be calculated by add the total minutes divided by 60, rounded to the nearest quarter hour.** The minimum number of credits is 0.25.

**Example:**

8:00 AM - 8:15 AM Introduction (15 minutes)

8:15-8:45 Presentation (30 minutes)

8:45-9:45 Presentation (60 minutes)

~~9:45-10:00 Break~~

10:00-11:00 Presentation (60 minutes)

11:00-11:05 Closing Remarks (5 minutes)

11:05 Adjournment

Total minutes (minus break)/60:

170/60=2.8333, rounded to nearest quarter hour=2.75

Max credits awarded=2.75

**\*Social Work Credit Exceptions**:

* + Social work is always rounded DOWN. For example 84 minutes = 84/60= 1.4, so max credits awarded is 1 credit.
  + Social work credit cannot be less than 60 minutes total. After 60 minutes, the credit is awarded in .25 increments.

**Note(s):**

* Pharmacy credits designated as application-based or performance-based activities are calculated differently and require additional approval. The CCEHS course contact will be notified if there is a change to the calculation.
* Pharmacy credits require online submission of activity and participant information via CPE Monitor™.
* Any change to the type of credit being awarded must be approved by the CCEHS Executive Director and the course contact must be notified of the change in writing.

**Credit Designation Statements**

The credit designation statements are used to designate the number of credits awarded. The statements must match the type of credit approved for the activity*.*

*Optional:* To ensure the type(s) of credit being awarded is clear to the learner, the following statement may be used **prior to** listing the credit designation statements: This activity is approved for the following credit: [insert AMA PRA Category 1 Credit*™*, ANCC, ACPE, and/or AAPA Category 1 CME]. Other health care professionals will receive a certificate of attendance confirming the number of contact hours commensurate with the extent of participation in this activity.

**Credit Designation statements:**

**Physician (CME)**

The University of Pittsburgh designates this [replace with applicable format: live, enduring or blended] activity for a maximum of \_\_\_ *AMA PRA Category 1 Credit[s]™.* Physicians should claim only the credit commensurate with the extent of their participation in the activity.

**Nursing (CNE)**

The maximum number of hours awarded for this Continuing Nursing Education activity is \_\_ contact hours.

**Pharmacy (CPE)**

This knowledge-based activity provides \_\_ contact hours of continuing pharmacy education credit.

**Physician Assistant (AAPA)**

The University of Pittsburgh has been authorized by the American Academy of PAs (AAPA) to award AAPA Category 1 CME credit for activities planned in accordance with AAPA CME Criteria. This activity is designated for \_\_\_ AAPA Category 1 CME credits. PAs should only claim credit commensurate with the extent of their participation.

**Social Work**

As a Jointly Accredited Organization, University of Pittsburgh is approved to offer social work continuing education by the Association of Social Work Boards (ASWB) Approved Continuing Education (ACE) program. Organizations, not individual courses, are approved under this program. State and provincial regulatory boards have the final authority to determine whether an individual course may be accepted for continuing education credit. University of Pittsburgh maintains responsibility for this course. Social workers completing this course receive \_\_\_ continuing education credits.

**Other Healthcare Professionals:** Other health care professionals will receive a certificate of attendance confirming the number of contact hours commensurate with the extent of participation in this activity.

**Note(s):**

* “Save the Date” information cannot state the number of approved credits.
* The statements cannot be altered or combined (**there must be a line break between the statements**).
* AMA PRA Category 1 Credit(s)™, TM must be italicized.
* *AMA PRA Category 1 Credit[s]™. [s]* is only used if more than 1 credit is being awarded (i.e. 5 *AMA PRA Category 1 Credits™.*

Other statements:

* The CCEHS is not responsible for approval of statements for other types of credit not awarded by CCEHS. The statements may be included on the course landing page under “Accreditation”, marketing materials and/or audience disclosure with approval from the course contact.
* Special Designations: Learners may be required to attend a certain number of hours or earn credits in a specific content area such as patient safety, pharmacotherapeutic, or opioid use.  In most instances, these are required by the state licensing board or other licensing/authoritative body and do not require a special designation. At this time, Ethos CE does not have the ability to denote these special designations. However, if requested, the statements can be included in on the course landing page under “Accreditation”. Common requests include the following:
  + Pharmacotherapeutic Contact Hours for Nurse Practitioners (these hours MUST be approved by a nurse). Course contacts can be directed to <https://cce.upmc.com/faq> for instructions.

Statement: This activity has been designated for xxx pharmacotherapeutic contact hours. It is the responsibility of the learner to maintain the educational presentation or conference agenda may as evidence to validate the contact hour calculation.

* + Nurses attending a CME only course

Statement: Nurses attending this program will receive a Certificate of Attendance confirming X hours of continuing education in a CME accredited program. These hours may be considered eligible for completing the 30 hours of continuing education required for biannual nursing re-licensure in Pennsylvania.

* + Patient Safety for physicians

Statement: This activity has been designated as and qualifies for Patient Safety-Risk Management Credit. It is the responsibility of the learner to maintain the educational presentation or conference agenda may as evidence to validate the

**Note(s):** Course contacts/attendees with questions can be directed to:

<https://cce.upmc.com/FAQ/special_designations>.