

Dear CME Provider,

As of **July 1, 2009** all CME activities approved by the SDMS must be moved to the online SDMS CME Management System and in compliance with the current SDMS CME Policies and Procedures.

What this means for you:

- All CME certificates must comply with the SDMS Policies & Procedures, including the requirement of a **digital signature**. Please see Appendix C of the SDMS CME Policies & Procedures for the correct format of the digital signature. You can find a copy of the SDMS CME Policies and Procedures at <http://www.sdms.org/pdf/sdmscme.pdf>.
- **SELF-INSTRUCTIONALS:** All self-instructional activities must be sent out for review and treated as new applications regardless of past approval or denial. All self-instructional activities must meet the following requirements:
 1. All self instructional activities must all have ten (10) CME post test questions per (1) CME credit.
 2. The answers for these CME questions cannot be provided as part of the activity.
 3. Embedded quizzes that provide answers are not a problem, however, when the answers to the quiz questions are provided they cannot be used to meet the CME post test credit requirement. A separate post test without answers must be provided.
 4. The post test may not allow more than (3) attempts.
 5. There must be educational content. (Flash cards, workbooks with quizzes are acceptable as long as there is education content included. A test bank or mock exam with no educational content included will not be approved. A case study with attached questions will not be approved unless there is educational content. The case is not considered educational content.)
 6. Up to date references must be included for self instructional activities.

If you have activities that are currently approved in the CME Management System they must be in compliance with these policies no later than June 30, 2009 or approval could be revoked pending the necessary changes.

If you have any other questions, please contact the SDMS Education & Meetings Department at 214-473-8057, ext. 112 or cmesupport@sdms.org.

Thanks,
Education & Meetings Dept