


WCM Administrative Policy and Procedure		
 Weill Cornell Medicine	Policy Title	Approval of CME Activities
	Policy Number	CME-920.00
	Department/Office	Office of Continuing Medical Education
	Effective Date	April 9, 2026
	Last Reviewed	N/A
	Approved By	CME Committee
	Approval Date	April 9, 2026
	Endorsement	Endorsed by WCM-Executive Policy Review Group on April 21, 2026

Purpose

As a provider accredited by the Accreditation Council for Continuing Medical Education (ACCME), Weill Cornell Medicine (WCM) is committed to ensuring that all continuing medical educational (CME) Activities approved by WCM's CME Committee adhere to ACCME policies, including but not limited to the ACCME Standards for Integrity and Independence in Accredited Continuing Education. In addition, we are dedicated to ensuring that WCM CME Activities align with WCM's educational mission and values. This policy establishes the requirements and process for seeking review and approval of CME Activities at WCM.

Scope

This policy applies to all WCM Workforce Members and other non-WCM individuals participating in the planning or execution of CME Activities, and those who can influence the content of CME activities.

This policy does not apply to WCM-Qatar Workforce Members.

Policy

A. Mandatory WCM CME Committee Approval

WCM prohibits Workforce Members, and other non-WCM third parties, from conducting any CME Activity at WCM, or under the appearance of WCM's brand (i.e., name, logo, trademark, insignia, or other indicia), without review and approval of the CME Activity by the WCM CME Committee, regardless of the ACCME accredited provider approving CME credits.

The WCM CME Committee is responsible for granting prior approval for all CME Activities that are:

1. Conducted on or off the WCM campus in which WCM is the ACCME-accredited provider; and
2. Externally approved by an ACCME-accredited provider (i.e., other than WCM or WCM-affiliated institution) and either:
 - i. Use WCM facilities; or
 - ii. WCM branding for the CME Activity.

The CME Committee is not responsible for granting approval for non-CME educational activities. However, such educational activities may require approval by other WCM Offices/Departments, such as WCM Event Services, which can be contacted at <https://eventservices.weill.cornell.edu/about-us>.

WCM's CME Committee conducts rigorous reviews of each proposed CME Activity prior to making the determination on approval of the activity. The CME Committee's review is designed to ensure compliance with ACCME standards and institutional policies (i.e., WCM and Cornell University policies), whichever is stricter. The CME Committee reserves the right to exercise discretion in approving an otherwise ACCME-compliant CME Activity, when in their opinion the CME Activity poses an institutional risk.

In exceptional circumstances, when the request for approval of the CME Activity is time sensitive, the CME Committee's designee or the Associate Dean for CME may accept a late application for expedited review by the CME Committee. In circumstances when no CME Committee meeting can take place prior to the activity under consideration, the Associate Dean and/or administrator may approve the activity. In these rare situations, the committee members will be apprised of this at the meeting following this decision for their awareness.

Depending on the nature of the CME Activity and as determined by WCM's CME Committee, the Committee may require additional review by other WCM Offices/Departments to ensure the CME Activity adheres to other relevant WCM requirements and processes. The WCM CME Committee has the final authority to:

1. Approve CME Activities on WCM premises or under WCM's brand (regardless of whether WCM is the ACCME accredited provider);
2. Approve the CME Activity with conditions (i.e., all conditions imposed by the Committee must be met for the Activity to be approved);
3. Deny approval of CME credits for the CME Activity (i.e., "educational activity"); or
4. Deny approval of the CME Activity for CME credits and as an educational activity when, in WCM and/or the CME Committee's discretion, the activity creates the potential for increased institutional risk.

Denial of CME Credit

Upon review and determination by the CME Committee, if a CME Activity cannot be approved due to failure to meet the required ACCME or institutional standards, the CME Activity cannot be held on a Cornell, WCM, or affiliated healthcare facility campus, and cannot be held under the appearance of WCM's brand.

B. CME Activity Requirements

Under the ACCME standards, a CME Activity is eligible to be approved when the following minimum requirements are met:

1. All content is based on valid scientific evidence and recommendations are fair, balanced, free of Commercial Bias, and support effective patient care;
2. All conflicts of interest of planners and speakers have been identified and mitigated to ensure a lack of potential bias, protecting the integrity and independence of the activity from influence by commercial companies;
3. Commercial Support is managed in accordance with the ACCME standards and institutional policies;
4. Exhibitors are managed in accordance with the ACCME standards and institutional policies;
5. The activity does not include advertising, marketing, or product promotion and all educational content is kept separate from promotional activities; and
6. The activity does not violate any institutional policies.

The WCM CME Committee may impose additional requirements to an ACCME-compliant activity to ensure institutional policies and standards are met. The CME Committee reserves the right to deny the ACCME-compliant activity for CME credit if institutional policies and standards cannot be adhered to after mitigation and management efforts.

Definitions

CME Activity: An educational activity designed in accordance with and approved for CME credit by an ACCME-accredited provider (i.e., WCM and other external ACCME-accredited providers).

Commercial Bias: When the CME activity's content or materials promote a Commercial Interest's product or service.

Commercial Support: Financial or in-kind contributions from an Ineligible Company.

Ineligible Companies: Companies whose primary business is producing, marketing, selling, re-selling, or distributing healthcare products used by or on patients.

Relevant Financial Relationships: A Workforce Member's financial relationship with an Ineligible Company in which the Workforce Member benefits by receiving a salary, royalty, intellectual property rights, consulting fee, honoraria for promotional speakers' bureau, ownership interest (e.g., stocks, stock options or other ownership interest, excluding diversified mutual funds), or other financial benefit, with no minimum dollar amount. A financial relationship is "relevant" if the educational content that the Workforce Member can control is related to the business lines or products of the Ineligible Company.

Workforce Members: Faculty; Non-Faculty Academics; Staff; Students; Volunteers; and others whose conduct in the performance of work for WCM, is under its direction and control, whether or not they are paid by WCM.

Procedure

A. Request for Preliminary Approval

At least 4 months prior to the start date of the planned CME Activity, the individual, whether a Course Director or CME Coordinator, seeking CME credit approval at WCM must engage in the following steps:

1. Obtain Department/Division Chair approval. CME Activities must be under the auspices of a WCM academic department or division, and approved by the respective department/division chair.
2. Initiate the process by contacting the WCM OCME to set up an initial discussion with the CME Administrator and/or the Associate Dean for CME.
3. After the initial meeting, the CME Course Preliminary Proposal Form must be completed and submitted to the CME Committee (at least 4 months prior to the start date of the planned CME Activity) for preliminary review and approval in order to prevent unnecessary applications for activities that demonstrate immediate ineligibility for approval.
4. The CME committee or Associate Dean may entertain applications that are past the deadline in circumstances where the CME Activity is beyond reproach and can be reviewed in a timely fashion.

B. Full CME Application

1. Upon preliminary approval by the CME Committee, a complete CME Application must be submitted to the CME Committee for full review at least 3 months prior to the distribution of publicity of the educational activity. The full CME application shall include, at minimum:
 - a. a detailed agenda;
 - b. specific learning objectives;
 - c. needs assessment documentation;
 - d. all faculty and planner disclosures;
 - e. documentation of mitigation and oversight of commercial relationships (where applicable);
 - f. budget information; and
 - g. draft promotional materials.
2. CME credit designation and approval for the activity will be granted only after the CME Committee reviews and approves the full application. No activity may be promoted, advertised, or delivered prior to committee approval.
3. The CME committee or Associate Dean may entertain applications that are past the deadline in circumstances where the CME Activity is beyond reproach and can be reviewed in a timely fashion.

C. Requirements Prior to Approved CME Activity

1. All course publicity materials, including brochures and registration documents, must be approved by the OCME prior to distribution. All materials must comply with ACCME Standards and WCM guidelines.
2. All Letters of Agreement for Commercial Support and Exhibitors must be reviewed and approved by the OCME no later than 2 weeks prior to the start date of the CME Activity.
3. All Faculty disclosures for regularly scheduled series (e.g. Grand Rounds) must also be reviewed by the OCME prior to presentations when there is a documented ownership or employee relationship with an Ineligible Company.
4. All financial disclosures for planners and faculty, including any Commercial Support for the activity, must be presented to learners prior to the start of the educational content to ensure transparency and compliance with ACCME and institutional policies.

D. Post-CME Activity

CME Course Directors shall maintain accurate documentation of attendance, evaluations, Commercial Support and any exhibitors to comply with ACCME and WCM policies. A post final activity report must be submitted to the OCME 30 calendar days after the activity occurs which shall include the final attendance, summaries of learner evaluation and final budget.

Compliance with this Policy

WCM Workforce Members other non-WCM individuals participating in the planning or execution of CME Activities, are responsible for adhering to this policy. Failure to comply will be evaluated on a case-by-case basis and could lead to corrective action up to and including a probation period for the CME Activity, extension of the probation period, denial of participation in the CME Activity, and/or denial of CME credit. Serious or egregious non-compliance with this policy and other relevant WCM and University Policies will be evaluated on a case-by-case basis and could lead to corrective action up to and including termination.

Instances of non-compliance that potentially involve a lapse of professionalism may lead to engagement of the Office of Professionalism for evaluation and intervention.

Contact Information

For additional information and guidelines, please contact the Office of Continuing Medical Education at

- Telephone: 646-962-6931
- Email: cme@med.cornell.edu.
- Website: <https://weill.cornell.edu/units/continuing-medical-education>
- Branding Center Website: [Brand Center | Weill Cornell Medicine](#)

References

- [Cornell University Policy 4.10 - Use of Cornell's Logo, Trademarks, and Insignia](#)
- [Cornell University Policy 4.6 - Standards of Ethical Conduct](#)
- <https://policy.cornell.edu/policy-library/expressive-activity-policy>

Policy Approval

This policy was reviewed and approved by the CME Committee on April 9, 2026.

This policy was reviewed and endorsed by the WCM-Executive Policy Review Group on April 21, 2026.

Version History

Date	Author	Revisions
04/09/2026	Office of Continuing Medical Education	Original date of issue.

Appendix

Below is a list of ACCME and Weill Cornell Medicine CME guidelines for printed materials (i.e. brochures, flyers, posters, announcements, etc.).

1. All brochures and flyers must be approved by the CME Committee at least three weeks prior to sending or posting of any materials.
2. The Weill Cornell logo must appear on the front of any brochure, flyer or announcement. The CME Office can provide this upon request for any approved activities. No industry logos may appear on printed materials for an approved CME Activity.
3. The ACCME Accreditation and Credit Designation Statements **MUST** appear on all brochures or flyers. This statement must appear as two separate paragraphs as follows:

Weill Cornell Medical College is accredited by the Accreditation Council for Continuing Medical Education to provide continuing medical education for physicians.

Weill Cornell Medical College designates this live 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.

4. The Faculty Disclosure Statement must appear on all brochures. The following statement is required:

It is the policy of Weill Cornell Medical College to adhere to the ACCME Criteria, Policies and Standards for Integrity and Independence in Accredited Continuing Education and to ensure all content is valid in order to ensure fair balance, independence, objectivity, and scientific rigor in all its provided activities. All speakers, Course Directors, Co-Course Directors, planners, reviewers, and staff members participating in provided activities are expected to disclose Relevant Financial Relationships pertaining to their contribution to the activity. Relationship information is analyzed to determine whether conflicts of interest exist. All conflicts of interest are resolved prior to participation in the planning or implementation of this activity. Presenters and authors are also expected to disclose any discussion of (1) off-label or investigational uses of FDA approved commercial products or devices or (2) products or devices not yet approved in the United States. All disclosures will be made at the time of this CME Activity.

5. In addition, brochures must include a Statement of Need, a statement of Goals and Objectives and an identified Targeted Audience.
6. When an activity is held off-site (i.e. international conferences, conferences elsewhere in the USA, etc.) the brochure must be designed so that the focus is the educational aspect of the activity. In general, travel and entertainment information should be kept separate from the educational portion of the brochure.
7. When any activity receives funding from a commercial sponsor, this should be acknowledged on the brochure. The following statement or a version similar is required: "This Weill Cornell CME Activity is funded in part by an unrestricted educational grant from _____"
8. At the conclusion of each CME Activity time should be allocated for program evaluation.