

# Welcome to the UNECOM Department of Continuing Medical and Professional Education.

## FAQ'S

### WHAT TYPES OF ACTIVITIES ARE CONSIDERED CONTINUING MEDICAL AND PROFESSIONAL EDUCATION?

Continuing Medical and Professional Education is defined as educational activities that are designed to meet the learning needs of practicing physicians and health care professionals and improve the delivery of quality patient care. A variety of educational formats may be used.

### HOW DO YOU INITIALLY APPLY FOR ACCREDITATION?

Through the submission of a Joint Sponsorship Application. You must allow 6-8 weeks processing time.

### WHY DO YOU REQUIRE THE OUTLINED DOCUMENTATION FOR CME ACCREDITATION?

All of the national accreditation organizations (i.e. AOA, ACCME, AAFP and others) require that accredited providers be in compliance with all of their Accreditation Requirements and Standards to present physicians and health care professionals with commercially unbiased, independent and objective educational activities.

### WHAT ARE THE FEES ASSOCIATED WITH ACCREDITATION?

The fees are varied depending on the type of educational activity. For a copy of the Accreditation Activity Fee Schedule, go to [www.une.edu/com/cme](http://www.une.edu/com/cme) or contact the office at [cme@une.edu](mailto:cme@une.edu) or (207) 602-2589.

### FOR A MORE DETAILED REVIEW OF THE ACCREDITATION APPLICATION PROCESS,

Go to the Department of CME website at [www.une.edu/com/cme](http://www.une.edu/com/cme). Also, our staff are happy to walk you through the accreditation application process.

## DEPARTMENT OF Continuing Medical and Professional Education

*Comprehensive services to meet  
your CMPE needs statewide,  
regionally and internationally*

### UNE Continuing Medical and Professional Education

[www.une.edu/com/cme](http://www.une.edu/com/cme) | [cme@une.edu](mailto:cme@une.edu)

**PHONE** (207) 602-2589

**FAX** (207) 602-5957



#### Biddeford Campus

11 Hills Beach Road, Biddeford, ME 04005

#### Portland Campus

716 Stevens Ave, Portland, ME 04103



College of Osteopathic Medicine



## ACCREDITATION

The University of New England College of Osteopathic Medicine, Department of Continuing Medical and Professional Education (CMPE) is nationally accredited by the American Osteopathic Association (AOA) and the Accreditation Council on Continuing Medical Education (ACCME) through the Maine Medical Association's Council on Continuing Medical Education and Accreditation (MMA CCMEA—one of a handful of providers in the country to hold the distinction of maintaining dual accreditation. The Department of CMPE also provides accreditation services for the American Academy of Family Physicians and has formed strategic alliances to educate other members of the healthcare team.

We provide direct consultation to ensure your educational activity meets the highest level of AOA and ACCME compliance. Your program will receive direct support in the design of course materials, establishment of educational objectives and design of comprehensive evaluation instruments.

### **We offer accreditation for the following types of educational offerings:**

- live conferences, workshops and symposia
- jointly sponsored educational activities
- faculty development workshops/courses
- professional society meetings
- grand rounds
- enduring materials (on-line courses, CD-ROM)
- UNE Internal Health Professions Department courses
- Northeast Osteopathic Medical Education Network training sites faculty development workshops/courses
- physicians who deliver formal medical education in a didactic format at AOA affiliated healthcare facilities to students, interns, residents and staff



## REGISTRATION

Our registration services use the latest technological capabilities to ensure a streamlined experience for your conference attendees. We offer registration plans that incorporate convenient advance registration, and options for revenue collection (on-line, mail, fax, telephone) via cash, checks, Visa, Mastercard and intercampus transfers.

All UNECOM sponsored courses receive guaranteed promotional posting on our website. We retain records for six years and provide three levels of registration/event planning services.

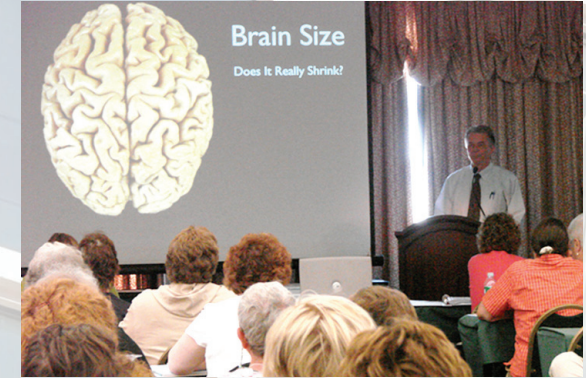
### **WHAT OUR CLIENTS ARE SAYING ABOUT US:**

*"I want to thank your staff for a very productive and comprehensive conversation on our CME online activities. It was a blend of pragmatic with a bit of strategic brainstorming. We absolutely have amazing opportunities. It is now a matter of planning and implementation."*

Richard E. Gans, Ph.D.  
Founder and CEO, The American Institute of Balance

*"Many thanks for inviting me to teach in the UNECOM Geriatrics conference. It was a wonderful opportunity! You and your staff were so welcoming."*

Virginia Capasso, Ph.D., ANP-BC, CWS  
Clinical Nurse Specialist, Institute for Patient Care  
Nurse Scientist, Munn Center for Nursing Research,  
Co-Director, MGH Wound Care Center  
Massachusetts General Hospital



## EVENT PLANNING

The Department of CMPE event planning team offers individual program support for a multitude of educational activities annually.

Our highly skilled planners will work with your program to identify and secure the most suitable conference space on the UNE campus in Biddeford/Portland or in an independent conference facility. We assist faculty organizers to build an effective program.

### **Event planning functions may include:**

- strategic planning
- site selection/contract negotiation (off-site)
- campus meeting space selection
- marketing research and communications
- direct mail
- food and beverage planning
- on site registration and event management (level I, II or III)
- exhibit management
- syllabus production
- audio visual coordination
- accounts payable
- audience response system (on campus only)