

# CONTINUING MEDICAL EDUCATION FACT SHEET PHYSICIANS AND CHIROPRACTIC PHYSICIANS

- Do not submit proof of CME unless specifically requested by the Division of Professional Regulation.
- You need not comply with CME for the first renewal of license.
- Section 60/20 of the Medical Practice Act of 1987 and Section 1285.110 of the Rules for the Administration of the Act provide additional detailed information on CME requirements for the renewal of Illinois physician licenses. The Act and Rules are available at: [www.idfpr.com](http://www.idfpr.com).

## Continuing Medical Education (CME) Requirements

For the July 31, 2014 renewal, a licensee shall be required to complete 150 hours of continuing medical education per prerenewal period in order to renew a license.

A prerenewal period is the 36 months preceding July 31 in the year of the renewal.

## Approved Continuing Medical Education Hours

CME hours shall be earned by, but not limited to, verified attendance at, or participation in, a program/course as follows:

- A minimum of 60 hours of required CME shall be obtained in Formal Category I CME programs:
  - A. formal programs conducted or endorsed by hospitals, specialty societies, facilities or other organizations approved to offer CME credit;
  - B. formal programs conducted by medical, chiropractic or osteopathic education programs, including the Accreditation Council on Continuing Medical Education (ACCME), the Council on Continuing Medical Education of the American Osteopathic Association, the Commission on Accreditation of the Council of Chiropractic Education Schools, either to prepare individuals for licensure pursuant to the provisions of the Act or for postgraduate training;
  - C. CME programs required for certification or recertification by specialty boards and professional associations;
  - D. activities which are given by the following approved sponsors:
    - i) CME utilizing enduring materials designated as a formal program (Category 1) such as CD-ROMs, printed education materials, audio tapes, video cassettes, films, slides and computer-assisted instruction;

- ii) journal club activities which have been designated as a formal program (Category 1);
- iii) self-assessment activities; and
- iv) journal-based CME.

The formal, Category 1 programs shall have a method of verifying the licensee's participation.

- A maximum of 90 hours of required CME hours may be obtained in informal CME programs (i.e., Category 2):
  - a) consultation with peers and experts concerning patients;
  - b) use of electronic databases in patient care;
  - c) small group discussions;
  - d) teaching health professionals;
  - e) medical writing;
  - f) teleconferences;
  - g) preceptorships;
  - h) participating in formal peer review and quality assurance activities;
  - i) preparation of educational exhibits;
  - j) journal-readings;
  - k) enduring materials not designated as a formal activity; and
  - l) journal club activities not designated as a formal activity.

The licensee must document these activities, including the dates and brief description of the activity.

## Approved CME Sponsors

Approved Sponsor shall mean an entity/activities accredited by one of the following:

- A) Accreditation Council on Continuing Medical Education (ACCME) and organizations accredited by ACCME as sponsors of CME;
- B. Illinois State Medical Society, or its affiliates;

- C. Council on Continuing Medical Education of the American Osteopathic Association and the Illinois Osteopathic Medical Society, or its affiliates;
- D. Illinois Chiropractic Society, or its affiliates;
- E. Illinois Prairie State Chiropractic Assn., or its affiliates;
- F. International Chiropractic Association, or its affiliates;
- G. American Chiropractic Association, or its affiliates; or
- H. any other accredited school, college or university, state agency, any other person, firm, or association which has been approved and authorized by the Division.

### Certification of Compliance with CME Requirements

Each renewal applicant shall certify on the renewal application full compliance with the CME requirements with the exception of licensees renewing for the first time. The Division may require additional evidence demonstrating compliance with the CME requirements (i.e., certificates of attendance) during the random audit which is conducted immediately following the renewal. **However, unless requested, do not submit any CME documents.**

The licensee should maintain certificates of completion which include the name of the program, date of the program, number of hours and accreditation of the sponsor.

The Division will accept the American Medical Association Physician Recognition Award (AMAPRA) certificate as documentation of compliance with the CME requirement as long as the hours are earned consistently with the prerenewal period (August 1, 2011 to July 31, 2014).

### Waiver of the CME Requirement

Any licensee seeking renewal of a license without having complied with the CME requirements must file with the Division a renewal application, required fee and a written statement setting forth the facts concerning non-compliance and a request for waiver of the CME requirements on the basis of these facts. There is no retired or emeritus status for physicians in Illinois. If a physician licensed to practice medicine in all of its branches continues to write prescriptions after retiring from active practice, it is necessary to retain a full, unrestricted license and complete all required CME for renewal of the physician license.

If the Division, upon written recommendation of the Medical Licensing Board, determines that extreme hardship has been

shown for granting a waiver, the Division will waive enforcement of CME requirements for the renewal period for which the applicant has applied. CME waiver requests are approved in very few situations. They are not normally granted for retirement, extensive travel, long-term or chronic illness or financial hardship. CME credits may now be easily obtained through online and published sources and do not require physical presence at lectures and seminars. There are a few situations, i.e., full-time military service or a temporary incapacitating illness during a substantial part of the pre-renewal period, which may qualify for waiver approval of the continuing education requirement.

### How the Division Processes Your CME Waiver Request

If you have not completed your continuing education requirements, you must complete the following process prior to July 31, 2014:

- A. return the completed renewal application, along with the renewal fee, to the Division (fees are not refundable);
- B. include a written statement setting forth the facts concerning your non-compliance with the CME requirements, together with a request for a waiver of the CME requirements and the required supporting documents. If you desire an interview with the Board regarding your waiver request, you must request it in writing at this time.

Upon receipt of the properly completed renewal application, waiver request, supporting documents and renewal fee, the Division will issue a renewed license to you. **The issuance of the renewed license should not be considered to be an indication that your waiver has been approved.** It is only provided to enable you to continue to practice until the Division has made a determination regarding your CME waiver request.

The Illinois Medical Licensing Board will review your waiver request and conduct interviews in those cases in which an interview is requested. The Board will make a recommendation to the Director of the Division. The Director will then make a final decision regarding the waiver request.

If your request for a waiver is approved, you will receive written notification of the approval.

If your request for a waiver is denied, you will receive written notification of the denial and your license will be placed into a nondisciplinary, non-renewed status.