



SVU-CME
Society for Vascular Ultrasound-Continuing Medical Education
Information Kit & Application

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Preface

The Society for Vascular Ultrasound (SVU) is a community of vascular ultrasound healthcare professionals dedicated to high quality care and improving patient outcomes through education, advocacy, research, and growth in the field. As such, the importance of and ensuring access to education figure prominently in the SVU's strategic plan.

In support of its commitment to providing access to education, SVU-CME credit hours are granted for SVU's scientific conferences, and the *Journal for Vascular Ultrasound* CME examinations. In addition, the SVU will grant CME credit hours for educational programs at the local, regional, and national level, including self-instructional programs, that meet the criteria as outlined in this informational kit.

Over the years, SVU CME has provided technologists within all ultrasound specialties a practical way of maintaining their registry through the American Registry for Diagnostic Medical Sonography (ARDMS), the American Registry of Radiologic Technologists (ARRT), and Cardiovascular Credentialing International (CCI). The SVU is recognized by the ARRT as a CE Approver for Category A credits, and SVU CME meets the requirements of the ARDMS Accepted Continuing Education Evaluation Model System (AACEEMS). As requirements for IAC Vascular Testing Accreditation have increased the demand for continuing education relevant to Vascular Technology, physicians, technologists and sonographers have benefited from SVU-CME approved programs.

SVU's Continuing Medical Education Committee oversees the evaluation and approval process for the SVU-CME program and applies continuous improvement practices to restructuring the application and the review process. This SVU-CME Information Kit and Application are the result of SVU's efforts to create a simplified and concise application process. We hope that this will lead to increased numbers of SVU-CME programs being offered nationwide.

Continuing Medical Education Requirements

The American Registry for Diagnostic Medical Sonography® (ARDMS®) and Alliance for Physician Certification & Advancement (APCA) registers physicians, technologists and sonographers in all ultrasound specialties. In order to maintain their credentials (RPVI, RVT, RDMS, RDCS), registrants are required to earn a total of thirty (30) continuing education credit hours in a three-year period (triennium). The SVU-CME is recognized by the ARDMS/APCA for recertification credit. The SVU-CMEs may be used to maintain registry in any ARDMS specialty. More information can be found at <https://www.ardms.org/maintain-certification/> and <https://www.apca.org/maintain-certification/>.

Cardiovascular Credentialing International (CCI) requires registrants holding the Registered Vascular Specialist (RVS) credential to earn 36 continuing education units (CEU) every three years, 12 of which must be related directly to Vascular Technology/Sonography. The SVU-CME satisfies the CEU requirements for CCI registrants. Go to <https://cci-online.org/renew-credentials/> for more information.

The American Registry of Radiologic Technologists (ARRT) requires registrants to earn 24 Continuing Education (CE) credits every two years in order to maintain and renew registry certificates. The SVU-CME is recognized as Category A Credit by the ARRT for registrants' continuing education requirements. More information can be found at <https://www.arrt.org/pages/complete-business/manage-credentials>.

The Accreditation Council for Continuing Medical Education (ACCME) accredits programs (institutions/societies) offering continuing medical education for physicians. The American Medical Association (AMA) maintains the Physician's Recognition Award program for physicians. Continuing Medical Education (CME) credits are usually awarded in Category I of the Physician's Recognition Award of the AMA. The SVU-CME does not award Category I Physician credit for programs that the CME Committee approves; however Category I CME may be offered separately at events sponsored or held by the SVU. Go to <https://accme.org/> for more information.

Licensed allied health care professionals, such as nurses, are required to earn Continuing Education Units (CEUs) to maintain licensure, which is overseen by individual state licensing boards. Nurses and other licensed allied health care professionals should check with their state's professional Licensing Board to determine applicability and acceptance of SVU CME. Allied health professionals attending SVU-CME approved programs need to apply for CEUs within their own state.

For more information on certification and continuing education requirements, please contact the respective organizations.

Overview

The ultimate goal of continuing education in health-related fields is improved healthcare of the patient. Therefore, continuing education programs should augment and enrich the technologist's initial education and enable the technologist to function more effectively in the non-invasive vascular laboratory setting.

Program Objectives

A successful CME program is organized with specific purposes and objectives in mind. From the earliest planning stages to the day of the presentation, these program objectives must be focused on providing participants with effective continuing education.

Suggested objectives to keep in mind when planning a SVU-CME program are:

1. to provide an opportunity for professional enrichment and development of the technologist's skills;
2. to introduce or expand specific skills and techniques relevant to the field of noninvasive vascular technology;
and
3. to disseminate new knowledge and provide an open forum for discussion.

When stating objectives, be sure to state what the participant is expected to be able to do at the conclusion of the program; for example,

- List the following...
- Utilize a new technique
- Describe...
- Introduce...
- Discuss...
- Review...
- Define...
- Summarize...
- Identify...
- Explain...

While a short meeting or symposium may not encompass all of the above objectives, it is crucial that at least two to three specific objectives are kept in mind when planning a program. Sample SVU-CME Applications are available for Program Directors to review when planning a program. These sample applications may be useful in organizing your meeting and completing your application. In general, the sample CME applications provide essential ideas for developing an effective continuing education program. These sample SVU-CME applications may be obtained by contacting the SVU office.

Programs Eligible for SVU-CME Credits:

To be eligible for SVU CME, educational programs and courses must be related to the professional responsibilities of vascular sonographers, including but not limited to clinical practice, patient care and practice management. SVU accredits educational programs and does not award CMEs to individual providers.

The SVU will grant CME credits for (1) In-Person, (2) Self-Instructional (including authors and reviewers) and (3) Internet Based Programs and Courses.

1. In Person Programs

Examples of In Person Programs include:

- Case Study Review Meetings – Presentation of noninvasive vascular cases for review and/or correlation
- Literature Review Meetings – Organized Journal article or book reviews
- Ongoing Laboratory Conferences – Educational laboratory conferences or correlation conferences
- Meetings, symposia, and training programs including hospital, school, or laboratory-based instructional programs providing didactic and hands-on training.

In person programs are classified as one time (single offering) or an ongoing program (multiple offerings) within a 12-month CME approval period

2. Self-Instructional Programs

Examples include written home study programs, and textbooks/manuals. Individuals who are a lead author or peer reviewer of an article within the Journal for Vascular Ultrasound or another SVU publication are eligible for SVU-CME credit.

3. Internet Based Programs and Courses

Examples include watching pre-recorded lecture videos or other programs that allow individuals to engage in education at their own pace (also known as asynchronous learning).

Determination of CME Credits

SVU will grant one (1) credit hour of SVU-CME for each hour of program content in an approved CME program, including in-person, self-instructional* and internet based programs and courses. One (1) credit hour of SVU-CME may also be granted for each hour of hands-on content of in person continuing education programs that combine didactic and hands-on instruction. The number of SVU-CME credits for hands-on content will not exceed the number of SVU-CME credits granted for didactic instruction.

For example, if a program has two hours of lecture (didactic) followed by four hours of hands-on training, the program will be approved for a total of four (4) SVU-CME credits (two hours didactic and two hours of hands-on), as long as the program meets all of the guidelines established by the SVU.

SVU will not grant CME credits for the following:

- Educational programs in which the only content is hands-on instruction.
- Breaks during educational programs or exhibit hall/vendor interaction.
- Any in person educational programs held within 60 days of the SVU Annual Conference or other SVU in person educational events.
- Applications submitted after the scheduled event has taken place.

Calculation of SVU CME Credits

Length of Content	SVU CME credits
Less than 30 minutes	0.00
30 minutes	0.50
31-49 minutes	0.75
50 - 60 minutes	1.00
65 - 99 minutes	1.5
100 - 120 minutes	2.00

* Lead author or peer reviewer of a research article or other scientific content **published** in the JVU or other SVU publication may request up to 10 credits

* Lead author of a poster accepted for presentation at the SVU Annual Conference may request up to 5 credits.

If a CME activity is not approved for SVU-CME credit or is not approved for the requested number of SVU-CME credits, written notification will be sent to the applicant. The notification will include the reason(s) that must be addressed for the activity to be re-evaluated.

Requirements for Obtaining SVU-CME

In-Person Programs:

In person programs must meet educational needs and be appropriate for vascular technologists, planned by qualified individuals, with specific program objectives. Completion of application submitted with all supporting documentation and corresponding application fees must be received no later than three (3) weeks before the scheduled program date. Late applications will not be processed.

Self-Instructional Programs:

To ensure that all programs and courses are of the highest quality, the SVU requires that all Program Directors adhere to the following guidelines regarding material appropriateness, relevance to the field of vascular technology and quality assurance:

Content Appropriateness – The self-directed material content must:

1. Be supported by the course objectives and description, current and accurate as documented in the reference section, and must provide appropriate depth and scope of the subject matter documented in the course content.
2. Have an appropriate post-test exam covering the content and meeting the course objectives.
3. Have the appropriate number of multiple-choice questions on the post-test for SVU-CME credit CME offering. The CME questions must be comprehensive of the entire activity.

<u>Hours of instruction</u>	<u>Number of CME questions</u>
.5 hour	6 questions
1 hour	10 CME questions
2 hours	20 CME questions
3 hours	30 CME questions
4-6 hours	40 CME questions
7 – 9 hours	50 CME questions
10 – 15 hours	60 CME questions
15 – 20 hours	70 CME questions
>20 hours	Call the SVU Office

4. Have the answers to the post-test questions referenced with paragraph and page numbers from the content of the course.
5. Establish a pass grade threshold of no less than 80% for each course or program.

Accountability, Security and Quality Assurance –

1. The Program Director must make available a contact phone number and email address easily accessible on the website for all course/program participants.
2. The Program Director will forward course rosters/attendance records to SVU as stated in the SVU-CME application, in addition to submission of the Quarterly Program Summary sheet.
3. The Program Director will maintain course roster/attendance records for at least a period of three years. The attendance records must include the participants name, course/program title, SVU-CME course number, the date the post-test was completed, the number of SVU-CME earned, the sponsoring organization's name and/or logo, and the signature of the program director.
4. The Program Director will maintain Attendee Program Evaluations for at least a period of three years.
5. The Program Director is responsible for maintaining testing statistics and conducting routine quality assurance of the testing statistics from each course. The quality assurance should include a system for monitoring each question for: appropriateness, correctness, clarity, and ambiguity.

CME for Authors and Peer Reviewers:

Individuals who are a lead author or reviewer of an article within an SVU publication, and authors of a poster accepted for presentation at the SVU Annual Conference are eligible for up to 10 SVU-CME credits. The completed SVU-CME application must be submitted to SVU to receive the applicable CME credits. There is no charge for these CMEs.

Internet-Based Programs and Courses

The SVU recognizes the importance of web/internet-based electronic learning (E-learning) in supporting continuing education activities. Since E-learning is usually asynchronous and independent, Program Directors must ensure content appropriateness, accountability, security and quality control. All content for internet-based programs and courses must meet or exceed the following guidelines:

Documentation – The Program Director must complete the current application for SVU-CME Credit Hours and attach all required supporting documentation as outlined in the application. In addition, the Program Director must grant access to the CME course/program content, which includes all material that participants are required to review and/or read, along with the applicable post-test and answers.

Content Appropriateness – The program or course content must:

1. Be supported by the course objectives and description, current and accurate as documented in the reference section, and must provide appropriate depth and scope of the subject matter documented in the course content.
2. Have an appropriate post-test exam covering the content and meeting the course objectives.
3. Have at least 10 multiple-choice questions on the post-test for each one-hour of SVU-CME credit.
4. Have the answers to the post-test questions referenced with paragraph and page numbers from the content of the course.
5. Establish a pass grade threshold of no less than 80% for each course or program.
6. Grant the SVU-CME Subcommittee access to the E-learning activity to review the course format in real time as part of the course evaluation. One hour of SVU-CME will be granted for each hour of activity including questions.

Accountability, Security and Quality Assurance – to assure that there is no duplication of courses and programs from internet-based SVU-CME providers, and to ensure that all programs and courses are of the highest quality, the SVU requires that the Program Director adhere to the following guidelines regarding security and quality assurance:

1. Complete the SVU-CME Application and Application Checklist and ensure appropriate information is completed and enclosed with the application. The application must be submitted to the SVU office with all appropriate fees.
2. Provide contact phone number and email address must be easily accessible on the program's website for all participants.
3. Make basic system specifications regarding connectivity, including browser type and third party plug ins available to program and course participants.
4. Forward course rosters/attendance records and Quarterly Program Summary sheets to SVU as stated in the SVU-CME application
5. Maintain course roster/attendance records for at least a period of three years. The attendance records must include the participant's name, course/program title, SVU-CME course number, the date the post-test was successfully completed, the number of SVU-CME credits earned, the sponsoring organization's name and/or logo, and the signature of the program director.
6. Ensure security of the certificate process disabling the ability to edit the online certificate before printing.
7. Maintain a system for providing the participant with a duplicate online certificate or online transcript for a period of at least three years.

8. Maintain Attendee Program Evaluations for at least a period of three years.
9. Ensure the participant cannot directly access the post-test without reviewing the course materials.
10. Clear post-test answers upon reentry to the post-test in order to reduce “answer hunting”.
11. Maintain testing statistics and conducting routine quality assurance of the test questions for appropriateness, correctness, clarity, and ambiguity.
12. Review course appropriateness, relevance to the field of vascular technology, course quality, relevance of course material, quality of content, testing statistics and quality of graphics on an annual basis. These “audits” must be available upon the request of the SVU-CME Subcommittee.

Application Fees

Application fees for programs offered as of January 1, 2025 are shown in the table below. Application fees for programs consist of a base application fee, plus a fee for each CME credit being requested. Fees are based on the type of program or course, and the Program Director's SVU membership status. Detailed application fee information is provided below.

See "Programs Eligible for SVU-CME Credits" (page 6) for a description of program types.

Program Type	Program Directors	
	SVU Member	Nonmember
In Person, One-time programs (single offering per 12 months)		
4 or fewer hrs	\$125 plus \$5/credit	\$200 plus \$10 per credit
5 to 8 hrs	\$225 plus \$5 per credit	\$300 plus \$10 per credit
9 to 16 hrs	\$250 plus \$5 per credit	\$325 plus \$10 per credit
> 17 hrs	\$275 plus \$5 per credit	\$350 plus \$10 per credit
In Person, On-Going Programs (multiple offerings per 12 months)	SVU Member	Nonmember
8 or fewer hrs	\$225 plus \$5 per credit	\$450 plus \$10 per credit
9 to 16 hrs	\$250 plus \$5 per credit	\$375 plus \$10 per credit
> 17 hrs	\$275 plus \$5 per credit	\$400 plus \$10 per credit
Self-Instructional and Internet Based Programming	SVU Member	Nonmember
1 year	\$200 plus \$5 credit	\$250 plus \$10 per credit
2 years	\$400 plus \$5 per credit	\$500 plus \$10 per credit
3 years	\$525 plus \$5 per credit	\$650 plus \$10 per credit

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Application Instructions

Applications must be submitted within the defined timeframe listed below to allow for adequate time for review.

Applications will only be reviewed by the SVU Continuing Medical Education (CME) Committee upon receipt of all required program materials.

In person programs: Completed application form and all supporting documentation must be received no later than three (3) weeks before the scheduled program date. Late applications will not be accepted.

Self-Instructional and Internet based programs and courses: Completed application form and supporting documentation must be received no later than 30 days before the scheduled release of materials. Application must include an electronic copy or link to the program material.

Ongoing programs (those offered on multiple occasions within a 12-month CME approval period) must be renewed each year.

Incomplete applications will not be reviewed by the SVU Continuing Medical Education (CME) Committee until all requirements are met.

Applications submitted after the scheduled event will not be considered for SVU-CME credit.

Responsibilities

SVU CME Subcommittee will:

1. Review and assess the program materials based on the stated guidelines, upon receipt of completed application.
2. Notify SVU staff of the approval or rejection of CME credits.
3. Grant one (1) hour of CME credit for each hour of educational content if the program is approved.
4. Issue SVU CME certificate to the Program Director with all necessary information EXCEPT the name of the individuals' attending the program and the signature of the Program Director.
5. Maintain attendance records for a period of three years.

SVU will not:

1. Review incomplete applications.
2. Issue lost CME certificates. Individuals must contact the Program Director of the meeting attended.

The Program Director will:

1. Complete the application as outlined and submit with required documentation to SVU within timeline noted.
2. Send appropriate application fees upon approval of program.
3. Complete and return the evaluation summary with a legible list of attendees' names and addresses.
4. Distribute the CME certificates to the program attendees.
5. Submit electronic attendance log with attendee's name and contact information.

SVU-CME applications will not be processed for any Program Director who has not submitted the evaluation summary and attendance list upon completion of a previous program.

It is the responsibility of the attendee to:

1. Keep the CME certificate issued in their name.
2. Notify the certifying organization of the number of credit hours earned.

The certifying organizations are responsible for maintaining a record of credit hours earned as reported by individual registrants. For further information on the continuing education requirements for maintaining your registry, contact the specific certifying organization. SVU cannot answer policy questions concerning accreditation or credentialing organizations.

Program Director Check List

Please read this information before completing the enclosed application. Your application will not be processed without the appropriate materials and fees.

Prior to Your SVU-CME Program

1. Complete the SVU-CME application:
 - Program purpose — briefly state the specific purpose of this program.
 - Program objectives — Provide a minimum of two to three specific objectives of this program.
 - Target Audience—list the intended audience of the CME activity
 - Total Duration—Enter the total duration of time for the overall CME activity in minutes.
 - Program planning committee – list the names of individuals that make up the program planning committee. At least one Registered Vascular Technologist (RVT) or Registered Vascular Specialist (RVS) must be on the committee.
 - Participating faculty — provide name, institution, credentials and years of experience in noninvasive testing
 - Program topics — list all topics to be discussed in the program, the time allotted for each topic, and the name of the presenter for each topic.

Note: The term “interesting cases/case studies” is not an acceptable topic. Instead, you could state “Review of iliac vein compression cases”.
2. Submit application with supporting materials electronically to svuinfo@svu.org. Please be sure that the all contact information is listed on the application in the event that additional information is required.

NOTE: Applications submitted after the scheduled event will not be considered for SVU-CME credit.

After Your One-Time SVU-CME Program

1. Submit the following information within 30 days of program completion. Program Directors not in compliance with this guideline may not be eligible for CME credits for future programs.
 - Program Director Evaluation Summary — All attendees must submit an evaluation to the program director in order to receive SVU-CME Certificates. (Do not send individual attendee evaluation forms to the SVU, just the summary.)
 - Program Attendance Record, electronically, via attached Excel spreadsheet.
 - For Case Study Review Meetings: a description of case studies presented, including: patient history, noninvasive test findings, correlation findings, patient outcome, etc.
 - For Literature Review Meetings: a summary of each meeting, including a detailed description of literature reviewed, name of presenter and attendee commentaries.
2. Keep sign-in sheets for a period of three (3) years, available for inspection by SVU.

After Ongoing Programs:

Since ongoing program content must be reviewed after each meeting, you must submit one (1) copy of all meeting summaries, including a detailed description of each topic presented, within 30 days of the end of each quarter. It is necessary to submit a separate Attendance Record for each meeting held in the quarter, including each attendee’s name and the TOTAL number of CME credit hours earned by each attendee.

- First Quarter: January-March Submit materials by April 30
- Second Quarter: April-June Submit materials by July 31
- Third Quarter: July-September Submit materials by October 31
- Fourth Quarter: October-December Submit materials by January 31

Ongoing programs are approved for one 12-month period and must be renewed each year.

Internet-Based and Self-Instructional Materials/Programs

The Program Director will forward course materials, rosters and evaluations to SVU on a quarterly basis as stated in the SVU-CME application in addition to submission of the Quarterly Program Summary sheet.

- First Quarter: January-March Submit materials by April 30
- Second Quarter: April-June Submit materials by July 31
- Third Quarter: July-September Submit materials by October 31
- Fourth Quarter: October-December Submit materials by January 31

Forms

Application for SVU-CME Credit Hours

One copy of the application and supporting documents must be received by the SVU *no later than 3 weeks before the program date* (30 days for internet based programs) and should be sent via email to svuinfo@svu.org. Note: Only completed applications will be accepted.

Please refer to “Programs Eligible for CME Credit” for an explanation of program types

Check ONE: Initial Application or Renewal of Ongoing Program Number _____

Check ONE: In Person Self Instructional Author/Reviewer Internet-based E-Learning

1. Title of program _____

2. Date of program--- Start date _____ End Date _____

3. Number of SVU-CME credit hours requested _____ Total Duration of program in minutes _____

4. Does this program contain Hands on Instruction?

YES _____ NO _____ (If NO checked, go to question #5.)

Duration of hands-on time in minutes _____ Duration of didactic instruction in minutes _____

5. Location of program _____

Address _____

6. Program Director _____

Address _____

City _____ State _____ Zip code _____

Phone (daytime) _____ Fax _____ E-mail _____

7. Program Sponsored by _____

(Affiliated Chapter Name OR Commercial sponsor, if appropriate)

8. Program Purpose: _____

9. Target Audience: _____

10. Program Objectives: Minimum of 2 or 3 (Please list what participant is expected to be able to do at the end of the activity; be specific): _____

11. Program Planning Committee: (must include at least one Registered Vascular Technologist (RVT) or registered vascular specialist (RVS).

Name	Credentials	Institution

12. Program Faculty:

Name	Credentials	Institution	Years of Experience

13. List of topics

(For case study and literature review programs, give example of types of case studies or literature. Using "interesting cases" as a topic is not acceptable):

<u>Topic</u>	<u>Name of Presenter/Credentials</u>	<u>Time allotted (minutes)</u>

Program Director's Signature _____

Program Director's Printed Name _____

Current SVU Member? YES No

Date _____

Credit card: Visa MasterCard AMEX

Card No. _____ Exp. Date _____

Signature _____ Billing Zip Code _____

For SVU Office Use Only

Date Received _____ Payment _____ SVU File # _____

SVU-CME Attendee Program Evaluation

Program Title _____

Program Date _____ SVU File Number _____

You must evaluate this program in order to receive SVU-CME credit hours. Your comments are part of the accreditation process. They will be summarized by the Program Director. Your honest and specific comments will be helpful in improving future programs.

Please complete at the conclusion of the program.

1. How did you find the program? Excellent Satisfactory Unsatisfactory

2. Did you have adequate time to receive answers to your questions? Yes No

3. What portions of the program were particularly useful? _____

4. Did the program meet the stated objectives? Yes No

5. Please comment on any portions of the program you found not pertinent or unsatisfactory.

6. What subject matter not presented should be included in future programs?

7. Any additional comments? _____

8. RVT RVS RDCS RDMS RPhS RT RN MD RPVI PA BA/BS MA/MS
 APRN NP

Other (list) _____

Do not send this form to SVU. Return it to the Program Director.

SVU-CME Program Director Summary

Evaluation Summary

Program Title _____

Date: _____ Number of Participants: _____ Number of Evaluations Received: _____

Please indicate the number of responses in each category.

1. How did you find the program? Excellent Satisfactory Unsatisfactory

2. Did you have adequate time to receive answers to your questions? Yes No

3. What portions of the program were particularly useful? _____

4. Did the program meet the stated objectives? Yes No

5. Please comment on any portions of the program you found not pertinent or unsatisfactory.

6. What subject matter not presented should be included in future programs? _____

7. Any additional comments? _____

6. RVT RVS RDCS RDMS RPhS RT RN MD RPVI PA BA/BS MA/MS APRN NP
 Other (list) _____

Program Director's Signature/Date _____

Return this evaluation summary with the Attendance Records.

SVU File # _____ Date Received _____

SVU-CME Program Director Quarterly Program Summary

Program Title _____

Program Director _____ SVU File # _____

Information being submitted for: 1st Qtr. 2nd Qtr. 3rd Qtr. 4th Qtr.

Program Category: Case Study or Correlation Conference Literature Review
 Ongoing Laboratory Conference (topic category varies)

_____ Number of meetings this quarter

_____ Number of credit hours for which each meeting has been approved

_____ Total number of credit hours any individual participant could earn this quarter

- List meeting dates
- | | |
|----------|-----------|
| 1. _____ | 7. _____ |
| 2. _____ | 8. _____ |
| 3. _____ | 9. _____ |
| 4. _____ | 10. _____ |
| 5. _____ | 11. _____ |
| 6. _____ | 12. _____ |

Attach a separate page for each meeting date, with the following information:

- List of all topics presented with time allotted for each presentation.
- Detailed summary of each presentation, conference, or literature review.

Submit 1 copy of the required materials within 30 days of the end of the quarter.

SVU-CME Self Instructional /Internet-Based Program Quarterly Summary

Program Title _____

Program Director _____ SVU File # _____

Information being submitted for: 1st Qtr. 2nd Qtr. 3rd Qtr. 4th Qtr.

Program Category:
 Self Instructional Program (e.g., home study programs, textbooks/manuals or lead author/peer reviewer of an article within JVU)

Internet-based programs (pre-recorded lecture videos or other programs that allow individuals to engage in education at their own pace)

_____ Number of participants this quarter

_____ Number of credit hours approved for activity

_____ Total number of credit hours any participant could earn this quarter

▪ **Attach a separate page course/material rosters and evaluations**

Submit 1 copy of the required materials within 30 days of the end of the quarter.
--

SVU-CME Attendance Record

Please print legibly

Name	Street Address City/ State/ Zip code	Daytime Phone	Registry # ARDMS/CCI	Signature	Evaluation received

File# SVU-_____ Address/ City/ State/ Zip code _____

Program Title _____ Date _____

Program Director _____ Phone _____