

**Continuing Education Policies  
Continuing Education Committee and  
Council on Podiatric Medical Education  
October 2020**

## **Standards and Requirements**

### **Manuscript Review**

Continuing Education Contact Hours (CECH) can be offered to reviewers of manuscripts.

#### **Manuscript review**

Approved providers may issue up to three CECH for reviews that demonstrate a significant effort and meet an appropriate academic standard per manuscript review, up to a maximum of five reviews or 15 CECH per calendar year. CECH will only be considered for the reviewer's initial review of the manuscript.

For the approved provider to issue CECH the reviewer must submit the following information:

- the manuscript number
- the title of the manuscript reviewed

The approved provider is required to:

- maintain a roster to include:
  - names of the reviewers sent invites
  - the number of the manuscript the individual reviewer reviewed
  - the date of the review
  - the title of the manuscript reviewed
  - the number of CECH awarded
- issue a documented record of attendance (e.g., certificate, letter, or transcript) to include:
  - name of the provider
  - title and number of the manuscript reviewed
  - name of the reviewer
  - number of CECH awarded
  - approval statement

No CECH will be given for subsequent re-reviews or for reviews of letters to the editor, replies, or pictorials.

### **Live Internet Activities**

COVID-19 has forced many providers to transition from In-Person Continuing Education to Online Continuing Education and although CPME developed a guidance document to assist

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providers with the transition, there are still many questions regarding the production and layout (the look) of the live internet activity. Here are several questions that have been brought to staff:

How long of a break must there be between Non-CECH content that has commercial content and CECH content when broadcasting live meetings on the internet? Non-CECH content that includes commercial content must be separate from the CECH educational content. Per CPME 720, for live, face-to-face continuing education activities: Display and/or distribution of advertisements and promotional materials are prohibited in the instructional space where the continuing education activity is conducted.

\*For example, live meetings that have a slide show play with commercial information during breaks and before the lectures start in the am. Slide shows that show/play commercial information during breaks and before the lectures should not be in the same lecture space as the CECH continuing education activity.

\*For example, live meetings that have non-CECH Lunch and Learn programs. Non-CECH Lunch and Learn programs should not be held in the same lecture space as the CECH continuing education activity.

How long of a break must there be between Non-CECH content that has commercial content and CECH content for ON-DEMAND content? On-Demand continuing education is considered instructional media and per CPME 720, advertisements and promotional materials must not be visible on the screen at the same time as the educational content. As a reminder an on-demand CE activity must include a post-assessment quiz.

\*For example - play a 'commercial video' then when it is over the user must hit a NEXT button after the user hits the NEXT button the CECH content starts. There would be no commercial content at any time during the broadcast of the CECH content. Commercial interest content must be separate for the educational content. This is repeated throughout CPME 720. If the learner is instructed to click on a link to begin the CE educational activity and then a commercial video plays before the CECH content begins, then the commercial interest content is not separate from the educational content.

Is there a special disclaimer that CPME would like on certificates from ON-DEMAND courses to designate they are of the ON-DEMAND format? No, it's the provider's responsibility to issue only one certificate per CE activity no matter how that CE is viewed/accessed by the learner.

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When a course is given live, recorded and then provided ON DEMAND, what language would CPME like on the ON-DEMAND activity to signify this was a recording of a lecture provided live and a provider should not use both certificates (the one of the live course and the one for the recorded version of the live course) for credentialing purposes? [No separate language is required, because the approved provider may issue only one certificate per CE activity even if a learner accesses the content more than once or in more than one format.](#)