

Chat room questions – Monday, June 2, 2025, CE Provider Training

Question: Multiple inquiries were made regarding the precise calculation of CME credits, including whether credits can be rounded. Specific clarification was requested on the example of awarding 0.25 CECH for 15 minutes, considering the stated minimum of 30 minutes required for credit eligibility.

Answer: continuing education activities must be at least 30 minutes in duration. Sessions (or lectures) within the continuing education activity can be of any length. For example, in a 30-minute activity there could be two 15-minute (or 0.25 CECH) sessions (or lectures).

Appendix B

Standard Calculation Method

- The 60-minute hour: A Council-approved provider uses the 60-minute hour as the standard for all continuing education activities. When calculating the number of CECH or CME credit for an activity, the number of contact minutes of instruction is totaled and divided by 60 to arrive at the number of CECH or CME credit.
- No rounding: CECH or CME credit calculations must be precise and cannot be rounded up or down.
- 45 minutes = 0.75 CECH or CME credit: To calculate CECH or CME credit, the total number of instructional contact minutes is added and divided by 60 to arrive at the number of CECH or CME credit. Fractions of hours are expressed as decimal points (e.g., 15 minutes = 0.25 CECH or CME credit, 30 minutes = 0.5 CECH or CME credit).

Activity Duration Requirements

- Minimum activity length: Continuing education activities must be at least 30 minutes in duration for learners to be awarded CECH or CME credit.
- Session flexibility: Individual sessions within an activity may be of any length, but the hourly schedule must include a minimum of one 15-minute break for every four hours of continuous instruction.

Question: What are the acceptable methods for verifying participant attendance?

Answer: See Requirement 6.4 - The provider shall have a method to record attendance and verify participation.

How to meet this requirement: The Council does not designate the method used to record attendance or verify participation. Suggested methods include:

- Attestation
- Sign-In/Sign-Out Sheets
- QR Code Scanning
- Electronic Attendance Systems
- Surveys/Quizzes: Pre/post-session assessments to confirm engagement
- Staff Monitoring: In-person staff verify attendance during the session
- Video/Audio Tracking
- Manual Verification

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Question: Clarification was requested on limitations for awarding credit for manuscript reviews. Additionally, there was a question about whether time spent reviewing references could be included in the time calculation for credit assignment.

Answer: See Appendix B - Manuscript Review The provider may award a podiatric physician up to three CECH or CME credit per manuscript review for reviews that demonstrate a significant effort and meet appropriate academic standards, with a limit of five reviews (i.e., a total of 15 CECH) per calendar year.

CECH or CME credit is granted only for the initial review of the manuscript. To receive CECH, the reviewer must submit the manuscript number and title of the reviewed manuscript to the approved provider. CECH or CME credit will not be awarded for subsequent re-reviews of the same manuscript or for reviews of letters to the editor, replies, or pictorials.

CECH or CME credit is not to be granted for time spent reviewing references. The review of references is optional.

Question: Several questions emerged concerning the distinction between food and unrestricted grants versus industry sponsorship, particularly in relation to awarding CME credit.

Answer: Funds from a commercial interest and other sources must be unrestricted and the grant must be made payable to the provider and/or the joint provider. All commercial support associated with an activity, whether in the form of an educational and/or in-kind grant, is given with the full knowledge and approval of the provider.

If the funds from a commercial interest are restricted no CECH or CME credit can be granted. For example, If a grant is received from ABC Company (the commercial interest) and ABC Company restricts the use of the grant to pay for a specific meal or session (lecture, workshop, and/or track), the provider cannot grant CECH or CME credit for that particular meal or session.

If the funds from a commercial interest are unrestricted **the provider may designate** those funds from the commercial interest for a lecture, workshop, and/or track and CECH or CME credit may be awarded as long as it is disclosed to learners that the provider has made the decision to support that aspect of the activity using those funds.

- The provider must maintain a verifiable mechanism of the disclosure to the learner.

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See Appendix B - Exclusions and Special Considerations

- Post-assessment and evaluation: Time spent by learners completing the post-assessment or evaluation does not count toward CECH or CME credit.
- Meals: Instruction presented during a meal function may count toward CECH or CME credit only if:
 - o The instruction complies with all CPME standards.
 - o The meal is not sponsored by a commercial interest.(See requirement 5.1, requirement 5.2, and Appendix B for additional information)

Question: Can CE credit can be awarded for attendance at poster sessions?

Answer: Yes the provider can grant CECH or CME credit to learners attending the poster abstract presentation(s), not just viewing the poster abstracts. See Appendix A.

Question: Can the slides from the presentation be shared?

Answer: The PowerPoint presentation will be uploaded to the website within the next few weeks. An email, notifying providers, will be sent with the presentation has been uploaded.

Question: Will current petitions be evaluated under the existing 720/730 documents or the updated versions taking effect in 2025?

Answer: Yes, current petitions will be evaluated using the existing 720/730 documents. Petitions reviewed in March 2026 will be evaluated using the revised 720/730 documents.

Question: Are financial disclosure agreements required from individuals for non-clinical continuing education activities?

Answer: Yes, financial disclosure agreements are required from all individuals responsible for, or who have influence over, the educational content of the activity (e.g., the planning committee, instructors, members, content authors, moderators, consultants, and scientific chairs). See requirement 4.2.

Question: Was the attendance verification of every 4 hours removed from the document?

Answer: Yes, the provider only needs to have a method to record attendance and verify participation. See requirement 6.4.