

# Quick Guide to submitting CME Credit for Teaching

Form Link: [https://bostonu.qualtrics.com/jfe/form/SV\\_262S43rgi95PmwS](https://bostonu.qualtrics.com/jfe/form/SV_262S43rgi95PmwS)

## Submission Deadlines

To receive credit, faculty must complete the Qualtrics form linked above by the deadlines listed below. Faculty will not receive credit after the deadline.

### **2024-2025 AY Semester Deadlines**

- **Fall:** December 20, 2024
- **Spring:** June 6, 2025

## Submission Guidelines

- Faculty teaching in classroom settings in either the preclerkship or clerkship phase can submit for CME credit for learning associated with teaching.
  - Doctoring Small Groups and teaching activities in the Clinical Skills Simulation Center are included in classroom activities eligible for CME credit
- Clinical teaching cannot be claimed at this time.
- You will be given credit in a 2:1 ratio, with 2 *AMA PRA Category 1 credits™* awarded for every 1 hour of teaching
- Report **only** live teaching time, do not include the preparation time. This will be verified against the course director's reports to the Medical Education Office.
  - Faculty who are teaching in the year-long courses Doctoring and LEADS should submit **one** (1) form for all of the hours taught in that course at each half year deadline (e.g., Fall teaching in small groups for Doctoring).
- Complete a separate form for each module/teaching activity you are submitting for credit if you are teaching in different courses or modules
  - E.g., an Academy Medical Educator who is also teaching in the cardiovascular module, would need to submit separate forms for AME and for teaching in the cardiovascular module.
- Credit can only be claimed once for new learning acquired for teaching activity, even if teaching activity occurs more than once in in same time period.
  - For example:
    - Faculty teaching a didactic can only claim the learning credit **once** for the full academic year (for the length of time of ONE of the sessions, not a total of all recurrences of the session); e.g. multiple lab sessions teaching the same thing would be counted once.

- Credit can be claimed again in subsequent years for the same teaching session *if new learning was acquired in the preparation/delivery of the content for the new year.*