

CME Review Committee Schedule:

The CME Review Committee meets the first Wednesday of the month (January – June) and the second Thursday (July – December) to discuss applications. The deadline to submit your applications is 3 weeks prior to the meeting to allow adequate time for the Office of CME to do a review prior to sending it to the committee.

The Office of CME will not accept applications less than 3 months prior to the date of the activity. The coordinators of a conference should not promote or request funding (grants or exhibits) until an application has been approved for CME.

Contact Sheryl Corey (Sheryl.corey@northwestern.edu) with any questions.

Deadline for Submitting CME Applications to the Office of CME	Schedule for Members of the CME Review Committee To Review CME Applications	Regional campus CME application deadline to submit to Feinberg CME*
Thursday, July 25, 2024	Thursday, August 8, 2024	Monday, August 5, 2024
Thursday, August 22, 2024	Thursday, September 12, 2024	Monday, September 9, 2024
Thursday, September 19, 2024	Thursday, October 10, 2024	Monday, October 7, 2024
Thursday, October 24, 2024	Thursday, November 14, 2024	Monday, November 11, 2024
Monday, November 18, 2024 (Early submission date due to holiday)	Thursday, December 12, 2024	Monday, December 9, 2024
Wednesday, December 11, 2024	Wednesday, January 8, 2025 (Pushed back a week due to holiday)	Monday, January 6, 2025
Wednesday, January 15, 2025	Wednesday, February 5, 2025	Monday, February 3, 2025
Wednesday, February 12, 2025	Wednesday, March 5, 2025	Monday, March 3, 2025
Wednesday, March 12, 2025	Wednesday, April 2, 2025	Monday, March 31, 2025
Wednesday, April 16, 2025	Wednesday, May 7, 2025	Monday, May 5, 2025
Wednesday, May 14, 2025	Wednesday, June 4, 2025	Monday, June 2, 2025
Wednesday, June 18, 2025 (Early submission date due to holiday)	Thursday, July 10, 2025	Monday, July 7, 2025
Thursday, July 24, 2025	Thursday, August 14, 2025	Monday, August 11, 2025

***Regional campus CME committees:**

- West Region CME Committee – Central DuPage Hospital, Delnor Hospital, Kishwaukee Hospital, Marianjoy Hospital, and Valley West Hospital
- Northwest Region CME Committee – McHenry Hospital, Huntley Hospital, and Woodstock Hospital
- North Region CME Committee – Lake Forest Hospital
- South Region CME Committee – Palos Hospital

The committee is responsible for:

- a. Providing oversight for the conduct of FSM continuing medical education activities
- b. Ensuring that CME activities comply with FSM Office for Regulatory Affairs (located at <http://www.feinberg.northwestern.edu/compliance/index.html#coi-links>) and ACCME Standards for Commercial Support (<http://www.accme.org/>) policies and procedures
- c. Reviewing and approving the continuing medical education content
- d. Verifying that the content is free of commercial bias
- e. Verifying that a balanced view of therapeutic options is presented
- f. Ensuring there is not a conflict of interest for those faculty involved in the planning or presentation of the educational content
- g. Ensuring that continuing medical education activities comply with the medical school's policies and procedures
- h. Providing recommendations to the course director and planning committee.