

## 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 an initial 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 the 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](mailto:Sheryl.corey@northwestern.edu)) with any questions.

<b>Deadline for Submitting CME Applications to the Office of CME</b>	<b>CME Review Committee Meetings</b>
Thursday, July 24, 2025	Thursday, August 14, 2025
Thursday, August 21, 2025	Thursday, September 11, 2025
Thursday, September 18, 2025	Thursday, October 9, 2025
Thursday, October 23, 2025	Thursday, November 13, 2025
Monday, November 17, 2025 ( <i>Early submission date due to holiday</i> )	Thursday, December 11, 2025
Wednesday, December 10, 2025 ( <i>Early submission date due to holiday</i> )	Wednesday, January 7, 2026
Wednesday, January 14, 2026	Wednesday, February 4, 2026
Wednesday, February 11, 2026	Wednesday, March 4, 2026
Wednesday, March 11, 2026	Wednesday, April 1, 2026
Wednesday, April 15, 2026	Wednesday, May 6, 2026
Wednesday, May 13, 2026	Wednesday, June 3, 2026
Thursday, June 18, 2026	Thursday, July 9, 2026
Thursday, July 23, 2026	Thursday, August 13, 2026

### **Regional campus\* CME committee applications**

To submit regional campus CME committee applications, please email Sheryl on the Monday prior to the scheduled Feinberg CME Committee meeting. Relevant deadlines are listed below:

August 11, 2025  
September 8, 2025  
October 6, 2025  
November 10, 2025  
December 8, 2025  
January 5, 2026  
February 2, 2026

March 2, 2026  
March 30, 2026  
May 4, 2026  
June 1, 2026  
July 6, 2026  
August 20, 2026

\*Regional campus 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 CME Review committees are 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.