



EACCME®
European Accreditation
Council for
Continuing Medical Education

EACCME® ACCREDITED PROVIDER STATUS

Excellence in Medical Education
Across Europe and Beyond



International
Standards



Quality &
Integrity



Trust &
Recognition



Better Education
Better Care

EACCME® accredited provider

EACCME® Accredited Provider means a CME/CPD provider that has successfully undergone the EACCME® provider accreditation process and has been granted the authority to award European CME Credits (ECMEC®) to eligible educational activities that it develops or provides, in accordance with EACCME® criteria.

The Accredited Provider assumes responsibility and accountability for ensuring the continued compliance of these activities with EACCME® criteria throughout the period of accreditation.

Benefits of provider accreditation

1. Authority to Award EACCME® Credits

Accredited providers are authorised to allocate European CME credits (ECMEC®) to their own educational activities in accordance with EACCME® criteria and credit-allocation rules.

2. Streamlined Administrative Process with Ongoing Oversight

Accredited providers may allocate credits without prior EACCME® review of each activity, enabling more efficient programme delivery. Activities must nevertheless be registered through the EACCME® platform and remain subject to random review, audit and monitoring by EACCME®.

3. Greater Control and Flexibility in the Accreditation Process

Accredited providers have full control over the submission process and its timing. They determine when educational activities are submitted and accredited, provided that the submission process is completed before the start of the educational activity.

4. Greater Agility in Educational Planning

Accredited providers can respond more rapidly to emerging scientific developments, healthcare needs, regulatory changes and professional practice requirements without waiting for activity-specific accreditation decisions.

5. Cost-Effective Accreditation through Package Pricing

Provider accreditation offers a more cost-effective approach for organisations delivering multiple educational activities by replacing individual activity fees with a predictable package pricing model, reducing the overall cost of accreditation.

6. Formal Recognition of Organisational Capability

Accredited Provider status recognises that an organisation has demonstrated the governance, policies, processes and educational expertise required to consistently deliver CME/CPD in accordance with EACCME® criteria.

7. Enhanced Visibility and Reputation

Provider accreditation demonstrates a sustained commitment to high-quality, independent CME/CPD and may enhance the organisation's standing among learners, healthcare institutions, regulators and other stakeholders.

8. Support for Continuous Quality Improvement

Provider accreditation promotes the establishment of systematic processes for educational planning, outcomes measurement, evaluation and continuous improvement across the organisation's entire educational portfolio.

Eligibility



Eligible

- Individual medical specialists
- University or hospital departments
- Scientific medical societies
- National medical associations
- CME/CPD providers
- Institutional organisations
- Other types of providers to be considered on a case-by-case basis



Not Eligible

- Pharmaceutical companies or their advisory groups
- Medical/surgical device companies
- Medical technology or software companies
- Other industry
- Medical communication agencies
- Individual medical specialist who is owner or employee of an ineligible company

Co-development option: Other types of providers must co-develop their CME/CPD activities with at least one physician organisation (eg. professional congress organisers).

💡 EACCME® welcomes both existing providers and organisations that are new to EACCME®. Previous EACCME® accreditation experience is not a prerequisite for obtaining Accredited Provider status.

Scope of Provider Accreditation

Accredited Provider status applies to the following categories of EACCME® educational activities:

- | | |
|---------------------------------|------------------|
| • Live Educational Events (LEE) | UEMS 2016.07 rev |
| • E-Learning Materials (ELM) | UEMS 2016.08 rev |
| • Blended Learning (BLD) | UEMS 2016.09 rev |
| • Webinar packages (WEBPACK) | UEMS 2016.07 rev |

Recognition activities (UEMS 2016.10 rev) are not included within the scope of Accredited Provider status and continue to follow the standard EACCME® recognition process.

Before applying for Accredited Provider status, applicants are encouraged to familiarise themselves with the applicable EACCME® accreditation criteria, all of which are available on the EACCME® website at <https://eaccme.uems.eu/criteria>

💡 The Accredited Provider status is not intended to replace the current event-based accreditation system. Both systems will coexist and providers will be able to choose between applying for event-based accreditation or obtaining Accredited Provider status.

Application requirements and submission

To apply for EACCME® Accredited Provider status, the organisation must complete and submit the **EACCME® Accredited Provider Application Form** together with the required supporting documentation.

The application form includes the following information:

- General information about the organisation;
- Information on the organisation's CME/CPD activities and educational portfolio;
- Details of the organisation's policies, procedures and mechanisms to ensure compliance with EACCME® accreditation criteria;
- Signatures of the authorised representative(s) of the organisation.

The application must be accompanied by the following supporting documents:

- A list of the educational activities planned for the forthcoming year, including Live Educational Events (LEE), E-Learning Materials (ELM), Blended Learning (BLD), and Webinar packages (WEBPACK), where applicable, using the attached Excel file;
- The organisation's governance documents (e.g. Constitution, Statutes or Articles of Association).

The completed application form and all supporting documentation must be submitted to EACCME® by email (accreditation@uems.eu) no later than **31 October** of the year preceding the accreditation period.

Following submission, the EACCME® will issue an invoice for the **€ 1,500 Application Review and Evaluation Fee (non-refundable)**. The application review will commence only once payment of this fee has been received.

Provided that the application is complete, the EACCME® will communicate its accreditation decision within **30 calendar days of receipt of payment**. During the review process, however, the EACCME® may request additional information and supporting documentation.

The EACCME® will also determine the applicable **Annual Accreditation Fee** based on the provider's planned educational activities. Once the amount has been validated by the provider, the EACCME® will issue the corresponding invoice.

Accreditation Decision

Following completion of the review process, EACCME® will determine whether the organisation has demonstrated compliance with the EACCME® Accredited Provider criteria.

Accredited Provider status is granted only following a positive assessment of the application. Submission of an application does not guarantee accreditation.

➤ **Grant of Accredited Provider Status**

Where the application is approved:

- The organisation will be granted **EACCME® Accredited Provider** status;
- **Accreditation** will be granted **for a period of five years**.

Where the application does not demonstrate compliance with the EACCME® criteria, EACCME® may reject the application. The organisation will be informed of the reasons for the decision.

An organisation whose application has been rejected may **appeal the decision in accordance with the EACCME® appeal procedure** set out below.

➤ **Duration and Re-application**

- Accredited Provider status is valid for **five years**;
- At the end of the accreditation period, organisations wishing to maintain their Accredited Provider status must submit a **new application**;
- The new application will be subject to the same review and evaluation process as an initial application, including payment of the applicable Application Review and Evaluation Fee and the Annual Accreditation Fee for the forthcoming accreditation year (see “Fees” below).

➤ **Rights of Accredited Providers**

Accredited Providers are entitled to:

- Allocate **European CME Credits (ECMEC®)** to their educational activities in accordance with the EACCME® accreditation criteria and credit allocation rules;
- Use the **EACCME® logo / EACCME® Accredited Provider stamp** and the applicable accreditation statement for identification, educational and promotional purposes, in accordance with the EACCME® branding guidelines;
- Be **listed on the EACCME® website** as an Accredited Provider together with the applicable accreditation period.

➤ **Ongoing Compliance and Quality Assurance**

Throughout the accreditation period, Accredited Providers must:

- Submit their list of planned activities for the forthcoming year by **31 October at the latest;**
- Continue to comply with the EACCME® criteria;
- Submit the required Annual Provider Reports (**at the latest by the end of February of the following year**);
- Cooperate with monitoring, audit and quality assurance activities carried out by EACCME®.

Fees

The following fees apply to organisations applying for and maintaining EACCME® Accredited Provider status:

Year 1

- **Application Review and Evaluation Fee** (€1,500 - non-refundable):

Covers the assessment of the organisation's application for Accredited Provider status, including the review of its governance, quality management systems, educational processes, policies, procedures and compliance with EACCME® criteria.

- **Annual Accreditation Fee:**

Covers the maintenance of EACCME® Accredited Provider status for one year. The fee is based on the number of educational activities that the provider plans to submit to the EACCME® for accreditation during the forthcoming year.

The calculation of the Annual Accreditation Fee will be based on the EACCME® accreditation fees applicable for the forthcoming year, including any annual indexation.

As part of the annual fee calculation, the provider must complete the List of Planned Activities, indicating all educational activities it intends to submit for EACCME® accreditation during the forthcoming year. For each activity, the provider must specify the relevant activity type and the information required to determine the applicable accreditation fee, including, as appropriate, the expected number of participants, webinars and/or modules.

On the basis of this information, the EACCME® will calculate the total accreditation fees corresponding to the provider's planned annual portfolio. A fee reduction will then be applied to this total, according to the total number of educational activities planned for the year (see table below).

Number of educational activities submitted for accreditation / year	5-10	11-30	31-49	50+
Fee reduction on total indexed fee	5%	10%	15%	20%

For example, a provider planning to submit 8 educational activities will benefit from a 5% reduction on the total indexed accreditation fees calculated for those activities. A provider planning to submit 20 activities will benefit from a 10% reduction, while a provider planning to submit 55 activities will benefit from a 20% reduction.

By way of illustration, if the total indexed accreditation fees calculated for a portfolio of 20 planned activities amount to €20,000, the applicable 10% fee reduction (€2,000) would result in an Annual Accreditation Fee of €18,000.

This provides Accredited Providers with a more advantageous and predictable fee structure while retaining the flexibility to submit activities throughout the year.

The Annual Accreditation Fee will be invoiced at the beginning of November. Payment must be received by the EACCME® **no later than 30 November**.

- **End-of-Year Adjustment Fee:**
 - As part of the application for Accredited Provider status, providers submit an estimate of the educational activities they plan to organise and submit to the EACCME® for accreditation during the forthcoming year;
 - As operational needs may evolve, providers may organise and have accredited additional educational activities that were not anticipated at the time of application;
 - Any additional educational activity that was not included in the initial List of Planned Activities must nevertheless be submitted

through the EACCME® platform in accordance with the applicable submission requirements;

- The final number of accredited educational activities must be reported in the **Annual Provider Report**, which must be submitted to the EACCME® **no later than the end of February of the following year**;
- Where additional educational activities have been accredited beyond those initially declared, EACCME® will issue a complementary invoice for these additional activities, applying the same fee reduction as applied to the initial invoice.

Year 2 onwards (up until year 5)

- Annual Accreditation Fee;
- End-of-Year Adjustment Fee (if applicable).

Year 6

At the end of the five-year accreditation period, the provider must submit a new application for EACCME® Accredited Provider status.

The renewal application is subject to the **Application Review and Evaluation Fee** and the **Annual Accreditation Fee**, at the rates applicable at the time of renewal, including any applicable indexation.

Appeal Fee

- An Appeal Fee of **€2,000** applies **only** in the event of an appeal against an EACCME® decision to **withdraw Accredited Provider status from an accredited provider**.

Ongoing Obligations of Accredited Providers

To maintain EACCME® Accredited Provider status, organisations must comply with the following requirements throughout the accreditation period.

➤ Continued Compliance

Accredited Providers must:

- Submit all their accredited activities on the EACCME® platform before the start of the educational activity;
- Inform the EACCME® as soon as possible of any cancellation or postponement of a submitted educational activity, as well as any material change to an activity already submitted through the EACCME® platform;
- Continue to comply with the EACCME® criteria;
- Notify EACCME® without undue delay of any significant changes to the organisation's governance, ownership, structure or policies that may affect its compliance with the accreditation criteria.

➤ Annual Provider Report

Each year, Accredited Providers must submit an **Annual Provider Report** to EACCME® **by the end of February of the following year at the latest.**

The report must include:

- The total number of accredited educational activities submitted during the reporting period;
- A list of all accredited educational activities, including for each activity:
 - The EACCME® application reference number;
 - The number of European CME Credits (ECMEC®) allocated;
 - The final number of participants (LEE and BLD)/webinars (WEBPACK)/modules (ELM).

Following submission of the **Annual Provider Report**, EACCME® will:

1. **Confirm the final number of educational activities** submitted during the accreditation year and compare this with the number of activities initially declared and used to calculate the Annual Accreditation Fee;
2. **Issue an additional invoice**, where applicable, for any educational activities submitted in excess of the number initially declared. The amount due will be calculated on the basis of the applicable

accreditation fees, applying the same fee reduction as applied to the initial invoice.

➤ **Quality Assurance and Random Review**

As part of its ongoing quality assurance programme, EACCME® will conduct random reviews of educational activities submitted by Accredited Providers. These reviews will be performed by the EACCME® office, the National Accreditation Authorities and the UEMS Bodies/European Specialty Accreditation Boards (ESABs) to ensure continued compliance with the applicable EACCME® accreditation criteria.

During the course of the year:

- Approximately **10%** of educational activities submitted by Accredited Providers with an established accreditation history with EACCME® will be selected for review;
- Approximately **30%** of educational activities submitted by organisations with no previous accreditation history with EACCME® will be selected for review for the first two years.

The review will include verification of:

- Compliance of the educational activity with the EACCME® accreditation criteria;
- The accuracy and completeness of the submitted application;
- The completeness and timely submission of the required supporting documentation.

➤ **Requests for Clarification**

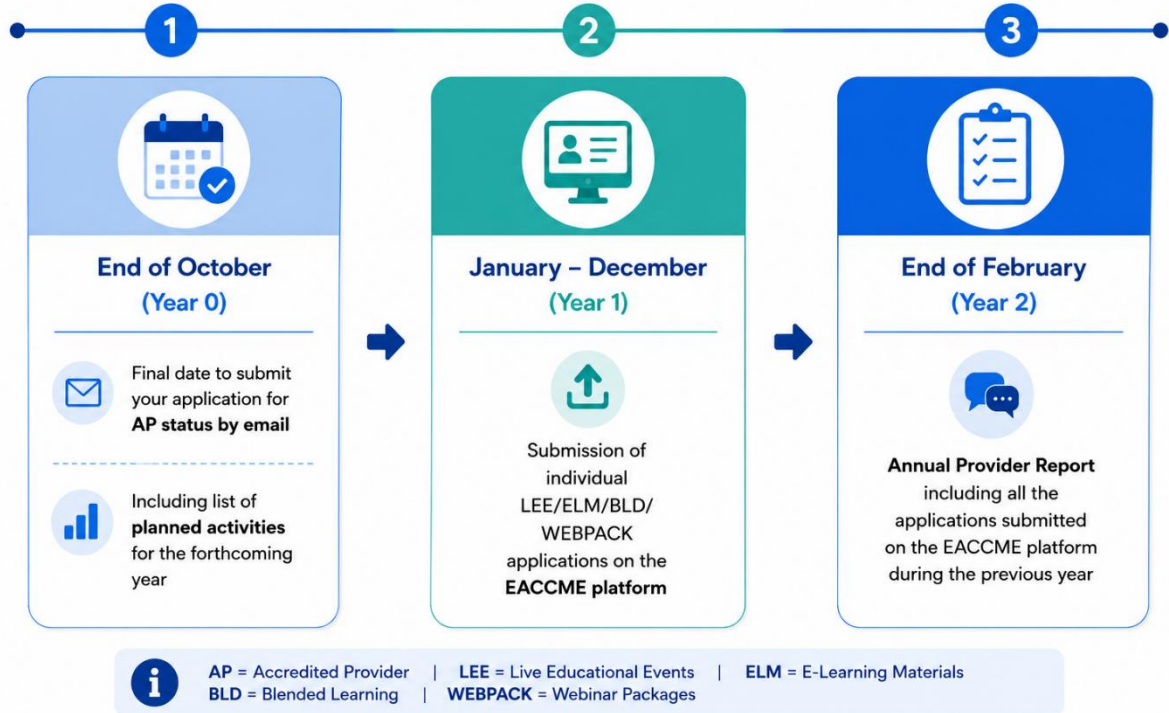
Where EACCME® requests additional information, clarification or corrective action as part of a review or audit:

- Accredited Providers must respond within **one week**;
- All identified concerns must be satisfactorily resolved within the timeframe specified by EACCME®;
- If the provider fails to respond within one week, the EACCME® will issue a reminder and may temporarily suspend the provider's authority to award ECMEC® until the requested information or clarification has been provided;

- Continued failure to respond or to satisfactorily address the concerns raised may result in the initiation of the EACCME® non-compliance procedure and, ultimately, withdrawal of Accredited Provider status.

Timeline

Accredited Provider Application & Reporting Timeline



Non-Compliance Procedure

➤ Identification of Non-Compliance

EACCME® may identify non-compliance through:

- Review of the initial Accredited Provider application;
- Random reviews of educational activities during the accreditation period;
- Review of the Annual Provider Report;
- Review of applications for renewal of Accredited Provider status;
- Complaints or concerns raised by learners, partners or other third parties.

Where potential non-compliance is identified, EACCME® may issue a **Notice of Inquiry** requesting the provider to submit explanations and supporting evidence within **one week**.

If the provider fails to respond within this timeframe, the EACCME® will issue a reminder and may temporarily suspend the provider's authority to award ECMEC® until a satisfactory response has been received. Continued failure to respond may result in further action under the EACCME® non-compliance procedure, including withdrawal of Accredited Provider status.

➤ Review and Assessment

EACCME® will review the information and supporting documentation submitted by the provider and, where appropriate, may seek the opinion of independent reviewers. Following this assessment, EACCME® will determine whether the provider complies with the Accredited Provider criteria.

➤ Corrective Action

Where non-compliance is confirmed, EACCME® will issue a **Notice of Non-Compliance**, setting out:

- The areas of non-compliance;
- The required corrective actions;
- The timeframe for remediation.

Corrective actions may include the submission of revised documentation, additional evidence, corrective communications to learners or organisational changes to restore compliance.

Providers must submit a **Progress Report**, within **three months**, demonstrating that the required corrective actions have been implemented.

➤ **Accreditation Status**

Following review of the Progress Report, EACCME® may decide to:

- Maintain Accredited Provider status;
- Grant provisional Accredited Provider status subject to enhanced monitoring;
- Temporarily suspend Accredited Provider status pending satisfactory remediation;
- Withdraw Accredited Provider status where serious or persistent non-compliance remains unresolved.

➤ **Appeal Procedure**

An organisation may appeal an EACCME® decision to:

- reject an application for EACCME® Accredited Provider status; or
- withdraw an existing EACCME® Accredited Provider status.

Decisions relating to requests for corrective action, provisional status, enhanced monitoring or temporary suspension are not subject to appeal, unless EACCME® expressly determines otherwise.

○ ***Submission of an appeal***

An appeal must be submitted in writing to the EACCME® within **30 calendar days** of the date on which the organisation is notified of the decision.

The request for appeal must:

- identify the decision being appealed;
- clearly state the grounds on which the appeal is based;
- explain why the organisation considers that the original decision should be reconsidered; and
- include any supporting documentation relevant to those grounds.

Failure to submit an appeal within the specified timeframe will result in the original EACCME® decision becoming final.

- ***Grounds for appeal***

An appeal may be submitted where the organisation considers that:

1. the EACCME® decision was not supported by the information and evidence available at the time the decision was taken; and/or
2. the applicable EACCME® accreditation criteria, policies or procedures were not correctly or consistently applied.

An appeal is **not a new application or a further opportunity to remedy deficiencies identified during the original assessment or non-compliance procedure.**

The appeal will therefore normally be considered on the basis of the organisation's circumstances and the documentation and evidence available at the time of the original decision.

Information demonstrating corrective actions or changes implemented after the original decision will not normally constitute grounds for overturning that decision. Where appropriate, such changes may instead be considered as part of a subsequent application for Accredited Provider status.

- ***Review of the appeal***

The appeal will be **reviewed and decided upon by the UEMS Secretary-General**, who will consider:

- the original EACCME® decision and the reasons supporting that decision;
- the documentation and evidence considered in reaching the original decision;
- the organisation's written grounds for appeal and supporting documentation; and
- any other information that formed part of the original assessment or non-compliance procedure.

The UEMS Secretary-General may request additional clarification from the organisation, the EACCME® office or any persons or bodies involved in the original assessment where this is considered necessary for the review of the appeal.

Where the **UEMS Secretary-General was directly involved in the original decision**, appropriate arrangements will be made to ensure that the appeal is

reviewed by another suitably authorised UEMS-EACCME® representative who was not involved in that decision.

○ ***Decision on the appeal***

Following consideration of the appeal, the UEMS Secretary-General may:

- **maintain** the original EACCME® decision;
- **reverse** the original EACCME® decision.

The organisation will be informed in writing of the outcome of the appeal and the reasons for the decision.

The EACCME® will aim to communicate the decision within **30 calendar days** of receipt of a complete appeal request and, where applicable, payment of the Appeal Fee.

The decision following the appeal shall be **final within the EACCME® accreditation process**.

○ ***Appeal Fee***

Where an appeal concerns the **withdrawal of an existing Accredited Provider status**, an Appeal Fee of **€2,000** must be paid before the appeal is considered.

➤ ***Confidentiality and Transparency***

EACCME® will maintain the confidentiality of all investigations, including the identity of any complainant. Final decisions affecting an organisation's accreditation status may be published in the interests of transparency.

No Appeal Fee applies to an appeal against the rejection of an initial application for Accredited Provider status.

Where the UEMS Secretary-General reverses the decision to withdraw Accredited Provider status, the Appeal Fee will be refunded to the provider.

Voluntary Withdrawal of Accredited Provider Status

An Accredited Provider may voluntarily withdraw from the EACCME® Accredited Provider programme at any time by submitting a written notification to EACCME®. The notification must include:

- The provider's intention to withdraw;
- The proposed effective date of withdrawal;
- A brief explanation of the reason for the withdrawal.

Following receipt of the notification, the provider will retain its Accredited Provider status until the effective date specified in the notice and may continue to accredit educational activities during that period.

➤ Final Reporting Obligations

Providers withdrawing from the programme remain responsible for fulfilling all outstanding obligations. In particular, they must submit the **Annual Provider Report** for the final accreditation year **by the end of February of the following year at the latest**, even if the withdrawal has already taken effect.

➤ Effect of Withdrawal

From the effective date of withdrawal:

- The organisation will cease to hold EACCME® Accredited Provider status;
- The organisation will no longer be authorised to award European CME Credits (ECMEC®) to its educational activities under the Accredited Provider status;
- The organisation's name will be removed from the EACCME® list of Accredited Providers;
- The organisation may no longer use the EACCME® logo/EACCME® Accredited Provider stamp or accreditation statement in connection with educational activities or promotional materials;
- The organisation may continue to apply for EACCME® accreditation of individual educational activities through the standard event-based accreditation system, in accordance with the applicable EACCME® criteria and procedures.

Providers are expected to manage the withdrawal process responsibly and ensure that all commitments to learners, faculty, partners and other stakeholders are honoured.

➤ **Re-Application**

An organisation that has voluntarily withdrawn from the EACCME® Accredited Provider programme may apply for Accredited Provider status again at any time. Any subsequent application will be assessed in accordance with the EACCME® Accredited Provider criteria, policies, procedures and fees applicable at the time of submission.

Notification of Contact and Organisational Changes

Accredited Providers must promptly inform the EACCME® office of any changes to their contact details, authorised representatives or organisational structure that may affect communication, accountability or continued compliance with the EACCME® Accredited Provider criteria.

➤ **Contact Information**

To ensure the integrity and efficiency of the accreditation process, EACCME® communicates only with the authorised contact persons designated by the Accredited Provider. Providers must ensure that their contact information is complete, accurate and kept up to date.

The following contact categories must be maintained and regularly reviewed:

- **Contact Person:** the person with whom EACCME® will correspond on accreditation matters.
- **Billing Contact:** the person responsible for processing EACCME® fee payments.
- **Chief Executive Officer:** the person ultimately accountable for the organisation's accredited CME/CPD programme.

Any changes to these contacts must be communicated to the EACCME® office without delay to ensure uninterrupted communication.

➤ **Organisational Changes**

Accredited Providers must inform EACCME® as soon as possible of any significant organisational change, including merger, acquisition, restructuring, change in ownership, or change in legal status.

EACCME® Accredited Provider status is granted to the specific organisation that applied for accreditation and demonstrated compliance with the EACCME® criteria. It cannot be transferred automatically to another organisation or legal entity.

Consequently:

- Accredited Provider status cannot be transferred solely as a result of a merger, acquisition, or purchase of an accredited organisation;

- If the provider becomes owned or controlled by an ineligible entity, including a commercial interest in the healthcare industry, accreditation will be withdrawn;
- If the provider is dissolved or ceases to exist as a result of a merger, acquisition, or other corporate change, accreditation will lapse automatically.

In the event of a merger or organisational restructuring, one surviving organisation must assume responsibility for:

- Any unfinished CME/CPD activities;
- The fulfilment of commitments to learners, faculty, partners and other stakeholders;
- The retention of activity documentation for the required period of five years.

Any organisation created through a merger, acquisition, restructuring, or other corporate change must submit a new application for EACCME® Accredited Provider status in accordance with the criteria, procedures and fees applicable at the time of submission.

Record-Keeping and Documentation Requirements

Accredited Providers must maintain complete, accurate and readily accessible records demonstrating compliance with the EACCME® Accredited Provider criteria. Records must be organised in a manner that enables EACCME® to verify compliance during audits, random reviews, investigations or the re-application process.

➤ **Activity Documentation**

A complete file must be maintained for each accredited educational activity and should include, as applicable:

- Activity details (title, date, location, format and EACCME® application reference);
- Educational planning documentation, including the educational needs assessment, learning objectives, programme, faculty and scientific committee;
- Documentation demonstrating compliance with the EACCME® criteria, including evidence of independence from commercial interests;
- Conflict of Interest declarations for all relevant individuals and documentation of the management of identified conflicts;
- Documentation relating to commercial support, including sponsorship agreements, Letters of Agreement (LOAs), management of financial or in-kind support, and disclosure to learners;
- Educational and promotional materials, including programmes, announcements, webpages, handouts and presentation slides;
- Attendance records and documentation of the European CME Credits (ECMEC®) allocated.

➤ **Record Retention**

All records relating to accredited educational activities, including Live Educational Events (LEE), E-Learning Materials (ELM), Blended Learning (BLD) and Webinar packages (WEBPACK), must be retained for a minimum of **five years** following completion of the activity.

This includes educational, administrative, financial and learner records.

➤ **Learner and Financial Records**

Accredited Providers must maintain:

- Accurate records of participant attendance and the ECMEC® credits allocated;
- Documentation relating to commercial support, educational grants and other financial arrangements associated with accredited activities;
- Records demonstrating appropriate disclosure and management of commercial support in accordance with the EACCME® criteria;

Learner records should be available to participants, upon request, for the purpose of confirming attendance and credits awarded.

➤ **Availability of Records**

All records must be readily retrievable and made available to EACCME® upon request.

Providers must be able to demonstrate ongoing compliance with the EACCME® Accredited Provider criteria, including requirements relating to educational independence, transparency, conflict of interest management, commercial support and the allocation of ECMEC® credits.

Please note that this is a working document and may be updated or amended over time to reflect the ongoing development of the EACCME® Accredited Provider status and its associated processes.

Contact:

For any questions or further information, please contact the EACCME® Department at accreditation@uems.eu.