

How to apply for EACCME accreditation

Applications for EACCME accreditation need to be submitted directly online via our website www.eaccme.eu **about 14 to 16 weeks prior to the start** of the event, so that they are **complete and paid at least twelve weeks** prior to the event starting date. Applications which remain incomplete or unpaid 12 weeks before the start of the event will be automatically rejected.

Please consult our website www.eaccme.eu for information on the application procedure, in particular:

1. The document labelled UEMS 2012/30 for the new Criteria for the Accreditation of Live Educational Events;
2. The “Quick Application Checklist” to help you complete the on-line questionnaire;
3. “Download the Application Documents” for the templates which need to be completed and attached to your application;
4. The “event material” document.

The supporting documents needed when you submit are:

1. The Director’s Declaration, completed and signed by the Medical Officer who takes responsibility for the EACCME application;
2. The detailed programme, with timings/titles of sessions, speakers’ names and affiliation.

For the application to be complete, you will also have to upload, in a second “step” after submission:

1. The completed “Scientific and/or Organising Committee form”, with, in point 1, the details of the Head(s), and in point 2, the details of all the members of the Scientific AND Organising Committees, and in point 3, an explanation how the conflicts of interest declared by the Committee members have been resolved (if any) (one document per Committee);
2. A signed Conflict of Interest form for each of the Head and members of the Committees (ideally, scanned all together under one document, in the same order as they appear on the Committee template) (one document per Committee);
3. The Learners’ Feedback questionnaire.

Once you have submitted your event, you will automatically receive an invoice. Please proceed to payment immediately so as not to delay the process. The review process will start only after receipt of the complete application and payment.