

Requirements for a CME presentation:

1. CV, resume or other documentation on the speaker, showing their expertise in the subject matter. Faculty for a CME activity should be selected not only for their knowledge of the subject matter, but for their ability to communicate and to facilitate learning. The faculty's attitudes and manner of treating participants are also important considerations.
2. Objectives of the program.
3. Copies of all handouts.
4. If advertised as providing CME credits, the following phrase must be used:

"This activity has been approved by Wyoming Medical Center for up to (??) hours of continuing medical education in Category 1. Each physician should claim only the number of hours actually spent in this activity. This activity has been planned and implemented in accordance with the Essential areas and policies of the Wyoming Medical Society through the joint sponsorship of Wyoming Medical Center and the NAME OF YOUR FACILITY. Wyoming Medical Center is accredited by the Wyoming Medical Society to provide continuing medical education for physicians."

5. Evaluation of the program filled out by participants.
6. Attendance list/Sign in Sheet
7. Program time and number of CME credits being requested
8. There must be time for participants to ask questions.

Documentation that must be submitted to Evie Franke: CME application, CV, objectives, handouts, advertisement, completed evaluations, sign in sheet, attendance list with legible information for certificates (I prefer this typed), and appropriate payment.

Cost:

\$100 for a CME program under 7 credit hours

\$300 for a CME program over 8 credit hours

\$350 a year for an ongoing program, ie. Weekly/monthly case conference, tumor board, etc.

Mail To:

Wyoming Medical Center

Attn: Evie Franke, MSS

1233 E Second St

Casper, Wyoming 82601