



Continuing Medical Education (CME) Hour Waiver Policy 2025

Inteleos waives Continuing Medical Education (CME) accrual requirements for Registrant and Certificant volunteers who provide service in accordance with the equivalent learning. Waived CME credits are not official CME credits. All volunteer participants in CME-eligible activities should receive waived credits as long as they are in good standing.

Due to an increasing number of diverse volunteer opportunities, the table below will be applied to all available volunteer opportunities to determine the appropriate number of credits to be waived. Many opportunities are available in more than one activity type. Although a volunteer opportunity has the potential to be conducted in-person, online, or asynchronously, the decision regarding the mode of engagement depends on the necessity of the task at hand, the exam, and the organizers.

CME credit waivers for volunteer activity are uploaded to customers' My ARDMS and My APCA portals according to the following schedule:

- Projects completed from January to March – uploaded in May
- Projects completed from April to June – uploaded in August
- Projects completed from July to September – uploaded in November
- Projects completed from October to December – uploaded in February

Waived CME credits are not to exceed a total of 20 hours per 3-year CME period.

Activity or Event Type	Description	Waived CME Credit
In-person	Volunteer contributes to in-person Inteleos-hosted activities and events.	2 hours volunteered = 1 credit waived
Online (Remote)	Volunteers contribute to online Inteleos-hosted activities and events, usually held via Zoom.	1 hour volunteered = 1 credit waived or 1 new volunteer training = 1 credit waived
Asynchronous	Volunteer work completed independently and self-paced.	1 hour of work = 1 credit waived or 1 new volunteer training = 1 credit waived or 3 items written = 1 credit waived or 12 items reviewed = 1 credit waived



CME-Eligible Activity Breakdown

SMEs = Subject Matter Experts

CME ELIGIBILITY JUSTIFICATION STATEMENT				
These activities involve substantive content knowledge warranting Subject Matter expertise. Therefore, waived Continuing Medical Education (CME) credits are granted.				
Activity or Event Name	Description	Type of Activity		
		In-Person	Online (Remote)	Asynchronous
Exam Development Tasks	The tasks included in this activity cover all relevant pre- and post-administration activities related to an exam (e.g., preliminary form review, final form review, item analysis, technical accuracy review, etc.)	✓	✓	✗
Item Review	SMEs review newly written items for inclusion on the given examination.	✓	✓	✓
Item Writing	SMEs compose new items to submit for inclusion on the given examination.	✓	✓	✓
Maintenance of Certification (MOC) Item Development	SMEs write, edit, review and/or approve items for inclusion on Maintenance of Certification quizzes.	✓	✓	✓
New Volunteer Training	SMEs are trained in relevant content for the assigned activity. Waivers given one-time for first time in each training, and waivers only awarded if volunteer performs work post-training. Volunteers who <i>only</i> attend training will not receive CME waivers.	✓	✓	✓
Practice Analysis	Survey created to assess current technologies and practices to best determine what topics to cover in the examination.	✓	✓	✓
Standard Setting	Subject Matter Experts meet to determine the passing standard for an examination. *Only certain tasks may be done asynchronously (e.g., trainings, rating items, etc.)	✓	✓	✓

Activities or events not eligible for waived CME credits: Volunteer commitments as outlined in the leadership position descriptions (ex. Council and Assessment Committee Chair and Vice Chair) are not eligible for waived CME credits.

Please direct any CME waiver questions to volunteer@inteleos.org.