

Typical Timeline for the Self-Study of a CME Accredited Organization

A 14-16 months before accreditation expires	B 4-6 months prior to expiration date	C 3-5 months before survey date	D 6 to 8 weeks before survey date	E 1-2 months prior to accreditation expiration date	F 10-14 days after accreditation decision
<p>Provider is reminded of date of accreditation expiration and receives a self-study application form, survey date selection form, and a survey invoice.</p> <p>The provider:</p> <ul style="list-style-type: none"> • Reviews the self-study application form. • Contacts the Medical Society of Virginia for clarification on any questions. • Plans or continues the self-study process including identification of: <ol style="list-style-type: none"> a. Organizational structure, e.g., a self study committee b. Data collection methods, e.g., surveys, interviews c. Data sources, e.g., physician learners, hospital administrators, CME staff 	<p>Provider notifies the MSV of two to three potential dates for a survey to be conducted.</p>	<p>MSV selects a site survey date and notifies provider of date and survey team members.</p>	<p>Provider submits the completed self-study to the MSV.</p> <p>The provider and MSV develop an agenda for the survey.</p> <p>Surveyors receive a copy of the completed self-study application, survey guide and other materials for conducting a survey.</p> <p>7-10 days after receipt of application, provider is notified of the 6 to 8 CME activity files that the team will review and receives document labels for organizing the 6 to 8 files for the review.</p>	<p>The IAC meets and makes an accreditation decision.</p>	<p>Provider is notified in writing of the IAC accreditation decisions and findings from the accreditation review survey.</p>