

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

Electronic Activity File Submission: Typical Timeline for Survey of a CME Accredited Organization					
<b>A</b> 14 to 16 months before accreditation expires	<b>B</b> 6 months prior to expiration date	<b>C</b> 4 to 5 months before survey date	<b>D</b> 8 to 10 weeks before survey date	<b>E</b> 1-2 months prior to accreditation expiration date	<b>F</b> 10-14 days after accreditation decision
<p>Provider is reminded of date of accreditation expiration and receives a self-study form, survey date selection form, and a survey invoice.</p> <p>The provider:</p> <ul style="list-style-type: none"> <li>• Reviews the self-study application form.</li> <li>• Contacts the Medical Society of Virginia for clarification on any questions.</li> <li>▪ Plans or continues the self-study process.</li> </ul>	<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 completed self study. 7-10 days after receipt of self study, provider notified of the CME activity files that the team will review.</p> <p>Instructions for electronic submission of activity files and labels are sent to the provider.</p>	<p>The provider and MSV develop an agenda for the survey.</p> <p><i>Providers submitting activity files electronically must submit the electronic files at least 8 to 10 weeks prior to survey date.</i></p> <p>Surveyors receive a copy of the completed self-study, electronic activity documents, surveyor guide, document review form and other materials for conducting a survey.</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>
Hard Copy Activity Files Available On-Site: Typical Timeline for Survey of a CME Accredited Organization					
<b>A</b> 14 to 16 months before accreditation expires	<b>B</b> 6 months prior to expiration date	<b>C</b> 4 to 5 months before survey date	<b>D</b> 6 to 8 weeks before survey date	<b>E</b> 1-2 months prior to accreditation expiration date	<b>F</b> 10-14 days after accreditation decision
<p>Provider is reminded of date of accreditation expiration and receives a self-study form, survey date selection form, and a survey invoice.</p> <p>The provider:</p> <ul style="list-style-type: none"> <li>• Reviews the self-study application form.</li> <li>• Contacts the Medical Society of Virginia for clarification on any questions.</li> <li>• Plans or continues the self-study process.</li> </ul>	<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. Surveyors receive the completed self-study, survey guide and other materials for the survey.</p> <p>Provider notified of activity files to have available for review on-site and receives document labels.</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>

Electronic submission instructions available at: [Instructions for Electronic Submission of Activity Files](#)