

VIRGINIA COMMONWEALTH UNIVERSITY
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TO: Individuals Planning Continuing Medical Education Activities
with CPDE

FROM: Paul Mazmanian, PhD, Associate Dean for Continuing
Professional Development and Evaluation Studies

SUBJECT: Program Planning for Department Centered (DCAs) and
Jointly Sponsored (JSAs) Activities

DATE: August 30, 2006

This website and linked resources present a logical approach to planning continuing medical education activities. They include the Policies and Procedures of CPDE, as well as forms to assist you in meeting the requirements for designation of credit in: a) *AMA PRA Category 1 Credit™*, and b) Type 1 or Type 2 CME on the Virginia Board of Medicine Continued Competency and Assessment Form.

Pay careful attention to the *Continuing Medical Education Activity Organizer*. This document acts as a guide to assure that your program planning is complete. Please be thorough and thoughtful in your reading. If you need help (most people do), faculty and staff of CPDE will be available to assist you with the development and delivery of your program.

Enclosures

N.B. For the most current version of all forms and policies, please reference the CPDE website at <http://www.med.vcu.edu/cpde/index.html>. Revisions to forms and changes to policies occur from time to time and are posted to this website.