

REQUEST FOR PRECEPTORSHIP VERIFICATION

Please note that UIWSOM is a **non**-CME accredited granting institution therefore preceptors are to **self-report** (upload) verified hours to their appropriate accrediting organization (i.e., AMA, AOA, TMB, etc.). These organizations' websites provide step-by-step instructions and videos on how to self-report. It is the responsibility of the preceptor to understand the policies and procedures of their certification/accrediting organization when self-reporting preceptorship hours. Final hours credited is determined at the discretion of the accrediting organization.

UIWSOM CME Policies and Guidelines:

- Request for Verification is submitted at the end of each rotation as part of the preceptor's *end-of-rotation* exit process.
 - Preceptors will receive an automatic email link from EMEDLEY to complete the online request form. This email is sent a few days **AFTER** student evaluations.
 - Request forms are **only accepted** with the completion and submission of that rotation's Student Evaluation Form. Non-complying requests will not be processed.
- Calculation of Preceptorship Hours
 - Credit is awarded on a per-hour basis not to exceed 40 hours per week. For example, you cannot claim more than 80 hours for a 2-week rotation or more than 160 hours for a 4-week rotation.
 - If a preceptor has multiple students during the **same time frame** credit **is not** multiplied per the number of students. For example, if a preceptor has two students for a 4-week rotation, only 160 hours can be claimed.
- For hours verified, the Preceptor will receive a Certificate *Verification of Preceptorship Hours* via email. Certificates will be emailed the 15th and last day of the month.
- UIWSOM CME Office will retain for **six years** all record of verification requests and certificates as per Accreditation Council for Continuing Medical Education (ACCME) policy.
- Please feel free to contact CME Coordinator, Julie Crane, at cme@uiwtx.edu for any assistance, etc.