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Relicensing

What is my credit requirement for license renewal?

The Medical Board of California (MBC) requires physicians to earn a minimum of 50 continuing medical education (CME) credits in the two years prior to expiration of their medical license.

What is my reporting period?

The CME reporting period is synchronized to your license renewal, but encompasses a **12 month period** rather than a two-year timeframe.

Your reporting period begins on the first day following your birth month and ends on the last day of your birth month.

Example: CA licensure expires 5/31/2016. The two-year relicensing period would be 06/01/2014 – 05/31/2016. Therefore, one reporting period within that span would be 06/01/2015 – 05/31/2016.

Do I have to take pain management/end of life care courses?

Physicians with an initial California licensure must earn 12 CME credits on Pain Management/End of Life Care by your second license renewal. This is a one-time requirement. IMQ offers online pain management and end of life at <http://imq.inreachce.com>.

Do I have to take geriatric courses?

General Internists or Family Physicians with 25% or more patients who are 65 or older must complete 20% of CME credits in geriatric medicine or topics related to the care of older patients.

Is there a limit to how many manuscript reviews I can report?

Yes, there is a limit. No more than 5 manuscript reviews per year qualify (for a maximum of 15 *AMA PRA Category 1 Credits™*).

Do you assist me with renewing my California Medical License? Can I submit my license renewal application to you?

IMQ cannot assist you with your California Medical License renewal. You should contact the Medical Board of California directly. Please do not send us your licensure renewal application. This will delay your licensure renewal process, since we will have to mail it back to you.

What happens if the MBC audits me?

The Medical Board of California will accept IMQ verification (CME Certificate) of CME credits, with no additional documentation, for any physician using the CME Certification service.

Adding CME

How do I fill out the fields when adding an activity?

Reporting Period: Choose the reporting period in which your activity takes place. If it does not exist, you will have to pay for the reporting period you need. You can do this by clicking on the button next to the field that says “Pay for reporting period.”

Activity Type: Choose the type of activity you want to enter. The majority of submissions will be under Course. If you are not sure, each selection details the description of the activity type after you select it.

Search CME Provider: Type in the name of the accredited provider who sponsored your activity. Once the drop down appears, click on the correct provider. If you cannot find your provider listed, please select “Other CME” and attach or send supporting documentation. In this case, your activity will be processed once we receive the documentation.

Activity Start Date: The first day your activity took place.

Activity End Date: The last day of your activity. If your activity takes place on only one day, it should be the same day as your start date.

Credits: How many credits you are claiming for this activity. Only numbers are recognized in this field.

Title of Activity: The name of the activity you took. If you are reporting multiple activities from the same sponsor and they do not all fit in the field “various topics” or something similar is acceptable.

Supporting Documentation: Depending on the activity type you select, submitting documentation may be optional or required. If **OPTIONAL**, you may submit documentation of your activity which we will retain on file. If **REQUIRED**, you must upload and attach documentation, or select that you intend to send documentation by fax, email, or mail. Your activity will be processed after we receive documentation.

What do I do if I cannot find my CME provider?

If you cannot find your provider listed, please select “Other CME” and attach or send supporting documentation. Your activity will be processed once we receive the documentation.

May I enter multiple activities under the same provider?

Yes, if you took multiple activities from the same provider, you may submit them within a single entry. If the activity titles do not all fit in the field, you can write “various topics.” The activities must all take place within the span of your reporting period.

What do I do if my activities take place between two different reporting periods?

You will need to allocate credits within the two different reporting periods. If your certificate does not detail specifically when you took your activities, please contact your CME provider to ask for a transcript or breakdown of credits according to the dates of your participation.

CME Certification Service

I submitted my activities, but they are pending and do not show up on my certificate. Why?

Each submission is reviewed for accuracy and approved by our CME Coordinator. It can take 2-6 weeks to approve reported CME. Once approved, the activities will appear on your certificate.

I was unable to report my credits from prior reporting years. Is it too late to submit them? Will I be charged a late fee?

You are able to report all activities from prior reporting years without paying a late fee. You do need to include payment for each reporting year that you will submit. This payment covers our processing fee.

Do you submit my CME Certificate to any other organizations?

We only submit your CME Certificates to the physician and/or physician designated person requesting a copy.

Do you automatically receive updates of all the activities in which I have participated?

No, we do not receive automatic notifications of activities in which you have participated. We only track the activities you have submitted to us via the website, email, fax or mail.