



Office of Continuing Medical Education
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FAQ for CME Attendees

1. Is the CME Office Accredited?

MUJCESOM Continuing Medical Education is nationally accredited by the Accreditation Council for Continuing Medical Education (ACCME). Our CME division has maintained accreditation for over 35 years, receiving 2 national commendations and was recognized as a Best Practice by the Alliance for CME.

2. What is the registration process to get CME credit?

A CME Account is generated for you in our system once the CME office receives notice from GME, the Dean's Office, or your department. The CME registration system assigns a computer-generated Learner Identification Number for you that is permanent and is used to track your participation in provided CME events.

3. How do you claim credit as a participant at live Regularly Scheduled Series events (RSS) such as grand rounds, tumor boards, etc.?

CME provides a real-time attendance sheet that lists your name and learner number in alphabetical order and categorizes you based on your clinical categories, such as MDs/DOs, residents, other clinical staff, and students/support staff. To receive credit for attending the activity or event, you need to sign in by placing your initials next to your name on the form. The event coordinators will have this attendance sheet for the first 10 minutes of the activity or event. If you find that your name is not on the attendance sheet, please write it in during the activity. You can also register your name online on the [Medical Staff form](#) on CME website.

4. How many credits can you claim as a preceptor, teacher, or lecturer?

AMA requires that Physicians should claim only the credit commensurate with the extent of their participation in the activity, an evaluation form is required to get CME credit.

Updated 11/12/2025

5. How do you receive a CME transcript or report of your awarded Category 1 Credit?

CME Category 1 Credit is **ONLY** available to licensed MD and DO's. Other HealthCare Providers can ask for a transcript documenting their attendance at the CME event. The CME Office will provide a transcript within 72 hours by submitting the [CME Transcript Request Form online](#).

6. What are your licensure requirements in West Virginia as a practicing physician?

[For MDs, West Virginia Medical Licensure Board requires 50 Category 1 CME hours per licensure cycle. For DOs, West Virginia requires 32 CME hours per licensure cycle, 16 hours of which must be AOA Category 1A or 1B CME](#)

The West Virginia CME requirements listed above were accurate when posted, but CME state requirements change frequently, all physicians are advised to confirm West Virginia's current requirements with the West Virginia Board of Medicine [website](#) and the West Virginia Board of Osteopathic Medicine [website](#).

7. How do you claim credit for Self-Directed Learning from Teaching?

To apply for Self-Directed Learning from Teaching Credit, you can fill out our online application. This credit is awarded for the learning process that you go through while preparing to teach, mentor, or author educational activities for health professionals. The application form for this credit is called the [Self-Directed Learning from Teaching Application Form](#).