



Medical College of Georgia

Academic, Research, and  
Student Affairs  
Policy Library

## Policy for Regularly Scheduled Continuing Education Series

### Policy 5.12

Volume 5 Continuing Education  
Chapter 12 Policy for Regularly  
Scheduled Continuing  
Education Series  
Responsible Office: Continuing  
Education  
Originally issued: 2001  
Revised: August 2007

### Policy Statement

The Division of Continuing Education offers Continuing Education credit for regularly scheduled series that are executed in compliance with the appropriate accreditation guidelines. These activities are planned and presented primarily to the professional staff of the Medical College of Georgia.

### Reason for Policy

The Division of Continuing Education is controlled by accrediting organizations that require specific planning, delivery, and independence protocols for regularly scheduled instructional series. Medical College of Georgia Continuing Education must adhere to these protocols to maintain accreditation.

### Entities Affected By This Policy

All continuing education course directors, course planning committees, course faculty, commercial supporters (sponsors, grantors, exhibitors), course participants, and university administrators are covered by these policies.

### Who Should Read This Policy

This policy should be read by continuing education course directors, course planning committees, course faculty, commercial supporters, and university administrators.

### Contacts

Contact	Phone	e-mail/URL
Director, Continuing Education	706-721-3967	<a href="http://www.mcg.edu/ce/">http://www.mcg.edu/ce/</a>
Senior Conference Coordinator	706-721-3967	<a href="http://www.mcg.edu/ce/med.html">http://www.mcg.edu/ce/med.html</a>
Assistant Conference Coordinator for Medicine	706-721-3967	<a href="http://www.mcg.edu/ce/med.html">http://www.mcg.edu/ce/med.html</a>
Dental Conference Coordinator	706-721-3967	<a href="http://www.mcg.edu/ce/dental.html">http://www.mcg.edu/ce/dental.html</a>
Assistant Conference Coordinator for Dentistry	706-721-3967	<a href="http://www.mcg.edu/ce/dental.html">http://www.mcg.edu/ce/dental.html</a>
Nursing/Allied Health Conference Coordinator	706-721-3967	<a href="http://www.mcg.edu/ce/">http://www.mcg.edu/ce/</a>

### Website Address For This Policy

<http://www.mcg.edu/aaffairs/policies/pdfs/p512.pdf>

**Definitions**

These definitions apply to these terms as they are used in this policy.

**Regularly Scheduled Series**

A series of continuing education activities less than 4 hours long and scheduled regularly throughout the year on a weekly, bi-monthly, monthly, or quarterly basis. These series are presented primarily to the professional staff of the Medical College of Georgia.

**Overview**

The Division of Continuing Education, in order to maintain providership granted by the respective accrediting bodies, must ensure that regularly scheduled series that offer Continuing Education credit meet the guidelines for this type of event. Designees from sponsoring departments are trained to provide appropriate information to attendees regarding objectives of the lecture or case study, presenter disclosure, and evaluation. Course Directors are required to attest at the conclusion of each session that accreditation requirements have been met.

**Responsibilities**

The responsibilities each party has in connection with Academic, Research, and Student Affairs Policy 5.12, Policy for Regularly Scheduled Continuing Education Series, are:

Director of Continuing Education	Provides oversight and ensures compliance with accreditation agencies regarding the guidelines for the production of regularly scheduled series awarding Continuing Education credit.
Registration Manager	Coordinates and audits compliance for all regularly scheduled series. Works with course directors and their designees to ensure compliance with accreditation requirements.