

# ***MEDICAL SOCIETY OF THE STATE OF NEW YORK***

## ***Accreditation – Frequently Asked Questions***

### **What is the first step in becoming accredited?**

Applicants request an Application Package, which contains an Accreditation Manual, Application for MSSNY Accreditation, and a CME Self-Study Questionnaire. Also in the packet are other resources for your review. The next step is submission of the completed Application for Initial Accreditation, including payment and on-site survey information.

### **What happens after submission of the Application for Initial ACCME Accreditation, payment, and on-site survey information?**

The Application is reviewed for completeness. If everything is in order and fees paid, MSSNY will schedule the required on-site survey. Applications must be received in MSSNY offices at least three (3) months in advance of the on-site survey dates requested by the applicant.

### **What happens during the site survey?**

Two qualified surveyors appointed by MSSNY, will meet with the principals in charge of the applicant's CME program, review the application, review activity documentation, and conduct an exit interview. The survey usually takes one day. A provider seeking accreditation must fulfill two requirements with respect to its on-site survey location: it must have a survey at its administrative offices and it must have a continuing medical education activity reviewed. There is no prescribed order for the two requirements, but the first survey must take place prior to provisional accreditation, and both requirements must be completed prior to full accreditation.

### **What happens after the site survey?**

MSSNY's site survey team submits its report to the members of the Committee on Education for review of the survey team report, and formulate an accreditation recommendation. Recommendations are reviewed and debated by the full Committee on Education

### **What is the difference between "Provisional Accreditation" and "Full Accreditation?"**

Provisional Accreditation is granted to initial applicants, for a period of two years. Full accreditation is granted after the period of provisional accreditation and can run either two or four years..

### **What happens if an initial applicant receives Non-Accreditation?**

MSSNY maintains a reconsideration and appeal process for adverse actions. However, should non-accreditation be upheld, the applicant may not be considered for accreditation by MSSNY for one year following the date of the final action.

### **How long does the process take, from Application for MSSNY Accreditation to final decision by MSSNY?**

The process can take anywhere from nine months to a year, depending on when the application is submitted, the applicant's preference for scheduling of the site survey, the completeness of the application, and transmission to the meetings of the Committee on Education.

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