An *adverse accreditation decision* is a decision by the California Medical Association’s Steering Committee on Continuing Medical Education (CCME) to deny or withdraw a hospital or other health-related organization’s CME accreditation or to place the organization on probation. When this *adverse accreditation decision* occurs, the institution will be notified of the basis for the decision and of its right to request reconsideration in accordance with the following procedures:

**Step 1: Reconsideration Process**

Requests for reconsideration should be filed only under one or more of the conditions listed below. **The request must specify the condition(s) under which the request is being filed and provide written documentation to substantiate the request.** Conditions under which a request for reconsideration may be filed:

The CCME’s decision was based on the evaluation of arbitrary factors not addressed in written documentation of the CMA CME Accreditation Standards, as published and available to all accredited CME providers.

The organization was not given sufficient opportunity to provide documentation of its compliance with the CMA CME Accreditation Standards.

The adverse decision was not supported by sufficient evidence that the organization was significantly out of compliance with written requirements of the CMA CME Accreditation Standards.

The request must be based upon written documentation and conditions that existed at the time of the application review and survey. Proposed changes to the program and changes or additional documentation created after the organization’s survey may not be submitted or used in reconsideration of the CCME’s decision. To begin the reconsideration process, the applicant must submit a written request for reconsideration within 30 calendar days of the date of the CCME’s decision letter.
If a request for reconsideration is properly filed, the organization's accreditation status will remain as it was prior to the adverse decision until the Committee has completed action upon the request. Upon receipt of the request, a member of the CCME who was not the original reviewer will be asked to review the request. This reviewer will be provided with all material used in the accreditation decision as well as documentation submitted with the request for reconsideration. The reviewer may request additional information from the original surveyor. If the CCME decides to accredit the organization or change its probationary status, this action will be retroactive to the date of the meeting at which the CCME originally took action. If the CCME decides to non-accredit the organization, this action will be effective immediately. Within 10 working days of the Committee's action, the organization will be notified in writing of the Committee's decision and the organization's right to appeal.

Step 2: Appeals Process

A request for an appeal will be accepted only in cases where the adverse decision is first upheld under the reconsideration process. If the CCME sustains its adverse decision, the organization may request a written hearing before an appeals board. Requests for appeal should be filed only under one or more of the conditions listed below. The request must specify the condition(s) under which the appeal is being filed and provide written documentation to substantiate the appeal. Conditions under which a request for appeal may be filed:

- The CCME's decision was based on the evaluation of arbitrary factors not addressed in written documentation of the CMA CME Accreditation Standards, as published and available to all accredited CME providers.
- The organization was not given sufficient opportunity to provide documentation of its compliance with the CMA CME Accreditation Standards.
- The adverse decision was not supported by sufficient evidence that the organization was significantly out of compliance with written requirements of the CMA CME Accreditation Standards.

The request for appeal must be based upon written documentation and conditions that existed at the time of the application review and site survey. Proposed changes to the program and changes or additional documentation created after the organization’s survey may not be submitted or used in appeal CCME’s decision. To file an appeal, the organization must submit a written request for appeal within 30 calendar days of the date of the letter notifying the organization of the Committee’s decision.

If a request for an appeal is properly filed, the organization's status will remain as it was prior to the adverse decision until the CMA Board of Trustees has taken final action on the appeal. The chairperson of the CMA Board of Trustees or designee will forward a copy of the appeal to the CCME. The CCME shall
provide a written response to the CMA Board of Trustees within 15 working days. A copy of this response will also be sent to the appellant. The CMA Board of Trustees will review the appeal and make a final decision based upon the original application for accreditation/reaccreditation. No material developed after the survey is to be introduced. In addition, the identity of the organization making the appeal to the CMA Board of Trustees will be anonymous. The decision of the CMA Board of Trustees will be final. If the CMA Board of Trustees decides to accredit the organization or change its probationary status, this action will be retroactive to the date of the meeting at which the CCME originally took action. If the CMA Board of Trustees decides to non-accredit the organization, this action will be effective immediately. Within ten (10) working days of the Board of Trustee’s action, the organization will be notified in writing of the decision.

**Mailing Procedure**

Letters requesting reconsideration or appeal must be sent certified mail, return receipt requested, and addressed to: CME Accreditation Program, California Medical Association, 1201 K Street, Suite 800, Sacramento, CA, 95814. All letters sent by CMA regarding reconsideration or appeal requests will be sent certified mail, return receipt requested.