

Number: MED 259	Date: November 24, 2022
Subject: Continuing Medical Education Application Process	Reference: N/A

To: All Physicians

Alberta Health is re-launching the Continuing Medical Education (CME) Program and will be responsible for administering reimbursement of CME expenses incurred in the 2021-22 fiscal year. This bulletin provides information regarding the eligibility requirements, application process, and reimbursement of eligible physicians for CME activities conducted in 2021-22.

Eligibility

To be eligible for reimbursement of an eligible CME expense, a physician must, at the time the eligible CME expense was incurred:

- be ordinarily resident in Alberta
- be a regulated member of the CPSA, holding a practice permit issued under the *Health Professions Act*
- be entitled to receive payment of benefits under the Alberta Health Care Insurance Plan pursuant to the *Alberta Health Care Insurance Act* (act)
- have claimed benefits for insured medical services under the act or provided publicly funded medically required services or provided public health services paid by Alberta Health Services during the term

A physician is not eligible for reimbursement of an eligible CME expense for any portion of the term during which the physician:

- holds a provisional register postgraduate training license through the CPSA and is not registered as a physician extender
- is opted-out of the Alberta Health Care Insurance Plan
- has received or is entitled to receive payment, or payment in kind, under a comparable program from another government in Canada, for the same period, or
- otherwise fails to meet all of the eligibility requirements stated above

Application

Eligible physicians will need to apply for reimbursement through the CME program. Applications will be available online on **Monday November 28, 2022**. Please submit only one application for all expenses incurred between April 1, 2021 and March 31, 2022. Applications will be accepted until **January 27th, 2023** to receive reimbursement for CME expenses incurred in the 2021-22 fiscal year.

Physicians will be eligible to claim the full annual allotment if they are eligible for any part of the fiscal year. However, eligible expenses must be incurred in the year where the physician meets all of the eligibility criteria.

An eligible physician must notify Alberta Health as soon as possible if there are any changes in the physician's circumstances that may impact the physician's eligibility, as determined by Alberta Health.

The online application form will be available on the CME program website [here](#).

Physicians who opt to submit paper applications instead of applying online will need to contact Health.CMEQuestions@gov.ab.ca to receive a pdf application form. Physicians are encouraged to apply online since paper based applications may cause delays in processing payments.

Annual Reimbursement

For the 2021-22 program, each eligible physician has an annual CME allotment of \$2,100, which can be used to cover eligible expenses incurred during the fiscal year. Eligible expenses must be for activities occurring between April 1, 2021 and March 31, 2022. The full reimbursement entitlement will be deposited directly into the physician's bank account.

Reimbursements made under the CME program may be subject to adjustment as permitted or required by law.

Note: You are required to keep copies of receipts and/or other relevant proof for CME activities being claimed as these documents may be required in the future for auditing purposes.

Reimbursable expenses

For 2021-22, eligible physicians will be reimbursed for the following expenses:

Schedule A.

Eligible CME Expense Category	Description
Registration fees	<ul style="list-style-type: none">• Conventions or meetings, including for conferences outside Canada• Courses• Self-assessment programs
Preparation material	<ul style="list-style-type: none">• Preparation material for a physician's presentation of a scientific paper• Preparation materials for a physician teaching or otherwise providing CME• Literature searches and fees for medical information services
Travel to attend a course or program for which the registration fee is an eligible CME expense	<ul style="list-style-type: none">• Expenses such as airfare, taxi, rental car and parking• Mileage for out-of-town automobile travel expenses at \$0.505/km• Meals and accommodation for out-of-town events, up to a maximum of \$270 per day while attending the CME function, and up to two travel days per course
Overhead allowance	<ul style="list-style-type: none">• A \$50 payment per approved Continuing Professional Development (CPD) credit earned either through MAINPRO+ or MOC• To claim overhead allowance payments, eligible physicians must retain proof of approved CPD credits earned but not the cost of any corresponding overhead
Reference materials	<ul style="list-style-type: none">• Literature, books, subscriptions, CDs, podcasts, monographs, videos, e-learning modules that are recognized by the CPSA as CPD through MAINPRO+ or MOC

Non-reimbursable expenses

- Items not listed in Schedule A are ineligible for reimbursement. Examples of ineligible expenses include:
 - Computer hardware;
 - Electronic devices, including digital cameras, handheld computers (e.g., iPad and iPhone), scanners, printers and laptops; and
 - Labor/maintenance charges and accessories (e.g., cases) for electronic devices.

The CME Program is established by Ministerial Order (Alberta Health). Note, in the event of any conflict between the content of this bulletin and the Ministerial Order, the Ministerial Order will prevail.

Payment processing:

Payments for eligible CME activities will be processed within approximately 6 to 8 weeks of receipt of an application.

Inquiries:

Any inquiries regarding this program can be sent to Health.CMEQuestions@gov.ab.ca

Contact: Health Professional Regulation and Physician Workforce Branch	Approval: Ali Abdelrahman
Email: Health.CMEQuestions@gov.ab.ca	Position: Executive Director Health Professional Regulation and Physician Workforce Branch