

Advocate Health IPCE RSS Compliance, Enforcement, and Appeal Process

This process establishes a framework for Regularly Scheduled Series (RSS) within Advocate Health Interprofessional Continuing Education (IPCE). It defines compliance expectations, monitoring, enforcement actions, and a formal appeal and reconsideration process aligned with Joint Accreditation standards.

1. Core Compliance Requirements

RSS programs must maintain required disclosures, submit complete documentation, demonstrate a documented learning or performance gap, and maintain an average of at least five (5) eligible clinicians claiming credit per session.

2. Monitoring and Identification

Compliance is monitored through quarterly audits, annual renewal review, and ongoing data monitoring by IPCE Analysts. Analysts will notify Activity Directors when credit claiming is low as well as when it is time for the annual renewal.

3. Low Usage Notification

IPCE Analysts will work with planning teams if credit claiming is falling below the threshold. This includes early intervention, warning with conditional renewal, sunset status, and deemed ineligible determinations. Each step is accompanied by resources and guidance to help programs achieve success.

Planning teams will have one year to address low claiming rates. If progress is not demonstrated by the following calendar year's renewal period, the series will transition to sunset status and CE credit eligibility will conclude.

4. Sunset Status

Activities with two years of low claim rates will be sunset. At this stage, IPCE will no longer accredit the activity. Planning teams are welcome to continue without credit or seek accreditation from an outside provider. A full list of accredited providers is available at [CME Provider Directory - ACCME](#). The IPCE team remains available to support efforts toward future compliance.

5. Appeal and Reconsideration

Planning teams can appeal the decision to sunset a program by sending a completed SBAR to the IPCE Series Manager. The SBAR should explain why **education** must continue to be accredited. The appeals will be reviewed by IPCE leadership and/or the IPCE Advisory Committee.

6. Appeal Outcomes

Appeals may be approved, denied, or conditionally approved. Enforcement actions continue during the appeal process, and reinstatement is not guaranteed. IPCE is committed to transparent communication and collaborative problem-solving throughout every stage.

Together, we strive for excellence, transparency, and continuous growth in all accredited RSS programs, ensuring that every step of this policy reflects a supportive and collaborative partnership while upholding firm standards for quality and compliance.

7. Annual Review

This process is reviewed annually and updated as necessary to align with accreditation standards and enterprise priorities.