

Accessibility and Accommodation Policy

Version: 1.0

Effective Date: 02-01-2025

Applies to: All CME activities developed by Accrecent and distributed through CMEPEDIA

Approved by: Emma Van Hoecke, CEO

1. Purpose

Accrecent is committed to ensuring equitable access to its continuing medical education (CME) offerings. This policy supports our responsibility to operate the business and management procedures of our CME program in accordance with the expectations of the Accreditation Council for Continuing Medical Education (ACCME). Specifically, this includes meeting obligations related to inclusivity and accommodations for learners who may require support due to a disability or functional limitation.

2. Scope

This policy applies to all learners participating in CME activities developed by Accrecent and hosted or distributed through CMEPEDIA. It covers our current internet-based enduring materials format and outlines procedures for providing accommodations upon request.

3. Definitions

- **Accommodation:** A reasonable adjustment or support provided to a learner to facilitate equal access to CME activities.
- **Accessible Format:** An alternative version of content that allows participation by learners who require specific formats (e.g., readable PDFs, captioned materials).
- **Disability:** Any condition—permanent, temporary, visible, or invisible—that limits an individual's ability to access learning content without adjustments.
- **Learner:** Any healthcare professional enrolled in or accessing CME content provided by Accrecent.

4. Policy statement

Accrecent is committed to removing barriers to participation in CME and ensuring all learners are provided with reasonable accommodations upon request. This includes:

- Providing accessible versions of our e-learning course when requested through our distribution partner, CMEPEDIA.
- Reviewing each request on a case-by-case basis to ensure that accommodations are appropriate, reasonable, and maintain the integrity of the learning activity.
- Upholding the privacy and confidentiality of all learners throughout the process.
- Collaborating with CMEPEDIA to ensure timely and effective implementation of accommodations.

5. Process for requesting accommodation

- Request initiation

Learners requiring accommodation should contact CMEPEDIA at info@cmepedia.com with their request.

- Review and coordination

CMEPEDIA will review the request and consult with Accrecent to determine the best approach for providing an appropriate accommodation.

- Delivery of accommodation

Accrecent will provide the necessary adjustment or alternative format within a reasonable timeframe. The learner will be

informed once the accommodation is ready.

- Feedback and support

CMEPEDIA will follow up with the learner to ensure the accommodation is effective. Additional adjustments will be considered if needed.

6. Responsibilities

- CMEPEDIA (Distribution partner)
 - Serve as the primary contact for learners requesting accommodations.
 - Coordinate with Accrecent on implementation.
 - Maintain confidentiality and track accommodation requests.
- Accrecent (Content provider)
 - Respond to accommodation requests in a timely manner.
 - Provide alternative content formats or other accommodations as needed.
 - Ensure compliance with CME business and management obligations.
- Learners
 - Submit requests clearly and as early as possible before the

CME activity.

- Provide sufficient detail to allow appropriate accommodation planning.

7. Confidentiality

All accommodation requests and related personal information will be handled with strict confidentiality. Information will only be shared with individuals directly involved in the accommodation process.

8. Review and updates

This policy is reviewed annually by Accrecent's senior management team to ensure continued alignment with ACCME expectations and evolving best practices.
