



THIS FORM MUST BE SUBMITTED AT LEAST 90 DAYS PRIOR TO CME ACTIVITY DATE

The purpose of this initial application is to determine if the activity meets the criteria under which ACOEM will to consider jointly sponsoring an event. Please note that acceptance of this application does not guarantee sponsorship, as it is only the first step in a multi-step process.

Joint sponsorship will be considered for ACOEM component societies:

- a. who continue to comply with, and have not violated ACOEM or ACCME rules concerning CME programming
- b. for live, in-person events only
- c. for educational activities that do not include commercial support (*see definition below*)
- d. free-of-charge for complete applications (applications requiring additional staff effort may incur fees)
- e. with a completed application submitted at least 90 days prior to the event
- f. whose activity is at least three hours in length and expects the majority of attendees to be physicians

Component Hosting Educational Event: _____

Activity Title (Name of Topic/Event): _____

Activity Location (City/State): _____

Date/Time: _____

Hours of Instruction for Which CME is Sought: _____

Type of Activity: Live, in-person event

Faculty Director: _____

Key Contact Person: _____

Title: _____

Address: _____

Phone: _____

Fax: _____

E-Mail: _____

Please Note: All correspondence relating to this application will be forwarded to the key contact person via e-mail.

ACOEM is accredited by the Accreditation Council for Continuing Medical Education (ACCME) and may choose to sponsor CME activities during its period of accreditation. ACOEM may consider jointly sponsoring educational activities with partners whose continuing medical education mission is in concert with ACOEM's and who understand and agree to abide by the Essentials Areas and Policies of ACCME. **Currently ACOEM offers joint sponsorship ONLY to its component societies.**

CONDITIONS

Please provide a brief description of the content that you will cover in your program.

By completing this application, the undersigned agrees to the following should the activity be approved for joint sponsorship.

Joint sponsorship will be considered for ACOEM component societies:

- a. who continue to comply with, and have not violated ACOEM or ACCME rules concerning CME programming
- b. for live, in-person events only
- c. for educational activities that do not include commercial support (*see definition below*)
- d. free-of-charge for complete applications (applications requiring additional staff effort may incur fees)
- e. with a completed preliminary application submitted at least 90 days prior to the event
- f. whose activity is at least three hours in length and expects the majority of attendees to be physicians

ACOEM will be contacted at the beginning of the planning process and be involved in all necessary aspects of the CME activity for which joint sponsorship is sought.

Promotional materials will not be printed and distributed until ACOEM provides written authorization to do so. Draft copies of the promotional material must be approved before being sent for final printing and distribution. No mention of joint sponsorship or CME may be used until the program has been approved by ACOEM and in accordance with ACCME Guidelines. A "save the date" announcement may be made in advance of approval, however.

Are you receiving commercial support* for this program?

No

Yes - *If you are accepting commercial support for this program, ACOEM will not offer joint sponsorship at this time.*

*ACCME Definition of Commercial Support:

Commercial Support is financial, or in-kind, contributions given by a commercial interest** which is used to pay all or part of the costs of a CME activity.

**ACCME Definition of Commercial Interest:

A commercial interest is any entity producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on, patients.

I am submitting this application for the following credit(s):

- AMA PRA Category 1 Credit™
- ABPM Maintenance of Certification (MOC) Credit (*Note: MOC credit may be applied for only if you are also applying for AMA PRA Category 1 Credit™.*)

ACOEM reserves the right to accept or deny joint sponsorship of individual CME activities at its own discretion.

<p>Although ACOEM does not charge its component societies for Joint Sponsorship, a donation to ACOEM from profits realized from this program is appreciated to help defray administrative costs for approving and awarding CME.</p>

REQUIREMENTS

SUMMARY OF DOCUMENTATION REQUIREMENTS

If your application is accepted (which does not guarantee sponsorship), the following documentation will be required. Please note that the materials are not due at this time. This summary is provided to give you a better understanding of the details of the full joint sponsorship process. Additional information on these requirements will be provided if your application is accepted. ACOEM reserves the right to request additional documentation.

- A completed CME Planning Document. This document will be supplied by ACOEM and will request information such as Needs Assessment/Gap Analysis, Target Audience, Instructional Methods, etc.
- Minutes of planning meetings held to date regarding this program.
- Names, clinical designations, title, and affiliation of faculty.
- Names, clinical designations, title, and affiliation of program planners/committee members and staff.
- Disclosure forms for each person in a position to control content, including planning/committee members, staff and faculty.
- Short bio sketch for each faculty member.
- Program outline/schedule/agenda with times clearly indicated.
- Copy of detailed course budget, including honorarium/reimbursement procedures for faculty/planning members.
- Copies of proposed evaluation form(s).
- In addition to evaluating your program, you will also be required to conduct a post-activity summary of outcomes survey. This survey helps measure competency.
- A physician must be assigned to the activity that is available to review the content of each presentation prior to the program for clinical accuracy and commercial bias.
- If you are applying for MOC credit (in addition to *AMA PRA Category 1 Credit™*), you will be required to submit three questions/answers per contact hour.

I attest that the information reported in this application is complete and accurate.

Name of Person Submitting this Application: _____

Title: _____

Organization Representing: _____

Signature: _____

Date of Submission: _____

SUBMIT APPLICATION TO:

Mary Lunn, CME Coordinator; educationinfo@acoem.org

ACOEM, 25 Northwest Point Blvd, Suite 700, Elk Grove Village, IL 60007, fax 847-818-9286