

Policies and Procedures ~ Joint Sponsorship Programs

The following are essentials of the Accreditation Council for Continuing Medical Education (ACCME), in association with the American Medical Association.

1. **Application Packet** – obtain on line at cme.yale.edu
2. **Application** - must be completed & submitted electronically, stating all pertinent information. The time frame for submission is:
 - 1-day conference: at least 8 months prior to conference;
 - 3-day conference: at least 10 months prior to conference; and
 - 4⁺-day conference: at least 1 year prior to conference
3. **Application Approval** - upon approval, the hard copy must be:
 - signed by the responsible faculty member (must be a member of the Yale faculty);
 - submitted to Yale CMEYou will be notified in writing of your program approval. **There is a \$500 non-refundable application fee.**
4. **Finances** – Yale CME is responsible for general oversight of your conference financial accounts to ensure compliance with the Essential Elements and Standards for Commercial Support.
5. **Faculty Disclosure Forms** – it is *mandatory* that all participants (course director, planning committee members and lecturing faculty) complete and sign the Faculty Disclosure Form that accompanies the application packet. All disclosures must be submitted to Yale CME prior to the conference.
6. **Faculty Disclosure** - at the time of the conference, it is *mandatory* that individual faculty disclose publicly (orally and by written handout) any corporate relationships (and those of spouses/partners). (A copy of all disclosures will also be included in the conference packet prepared by Yale CME).
7. **Verbal Public Disclosure by Course Director** – it is *mandatory* that, at the time of presentation, acknowledgment is made by your organization of the presence or absence of commercial relationships *with your organization*.
8. **Conflicts of Interest** – the Course Director is responsible, and must verify in writing, that all Conflicts of Interests were identified and resolved prior to the educational activity pursuant to ACCME 2004 Standards for Commercial Support.
9. **Evaluation Forms** – it is *mandatory* that all evaluation forms be completed and submitted to the CME Representative at the conclusion of the conference.
10. **CME Credit Certificates** – will usually be awarded at completion of the conference, upon receipt of an Evaluation Form. (There is a \$10.00 charge for replacement of lost certificates). A Certificate of Attendance will be awarded to non-MD participants.
11. **Letter of Agreement** – if there is commercial support for your conference, it is *mandatory* that this Agreement be completed by all parties *prior to the event*.
12. **Syllabus and/or Handouts** – speakers' syllabi should be delivered to Yale CME at least two weeks prior to the conference in order that all materials may be reviewed.
13. **Web Package** – your educational activity will be included in the CME conference roster as part of the on-line services offered by Yale CME. However, any additional items added to the basic registration page will include an additional payment to IT Med Services.
14. **Fee Structure** – the fee for Yale CME credit will be discussed at the initial planning meeting.

If any of the above is incomplete, compliance with ACCME standards will not be met and CME credit will not be awarded