



UNIVERSITY OF  
NEW ENGLAND

College of Osteopathic Medicine

Department of Continuing Medical Education

## **Joint Sponsorship with Non-Accredited Organizations**

### **PROCEDURES FOR JOINT SPONSORSHIP**

The following procedures for joint sponsorship of continuing medical education activities through the University of New England College of Osteopathic Medicine are designed to facilitate high quality CME activities that meet the requirements of the Accreditation Council for Continuing Medical Education (ACCME) and the American Osteopathic Association (AOA).

The University of New England College of Osteopathic Medicine (UNECOM) is accredited by the American Osteopathic Association (AOA) and the Maine Medical Association's Council on CME and Accreditation to offer continuing medical education for physicians. In order for the Department of CME to jointly sponsor and offer credits for the proposed activity, we must ensure that the AOA CME Guidelines and the Accreditation Council for Continuing Medical Education (ACCME) Essential Areas and Standards for Commercial Support of Continuing Medical Education have been met. We are only able to consider requests for accreditation and joint sponsorship that meet these requirements.

**Requests for joint sponsorship and accreditation must be submitted to the Director of CME in writing prior to the activity via the JOINT SPONSORSHIP/CME ACCREDITATION APPLICATION. UNECOM, Department of CME cannot sponsor or accredit activities retroactively.**

#### **PROCEDURE**

1. Complete the Joint Sponsorship/CME Accreditation Application and forward it to the Director of Continuing Medical Education at UNECOM at **least 6-8 weeks** prior to the activity. Required items for pre-approval (as listed on the Application Form) must accompany the form. Applications will not be considered until all items are received.
2. The Director of Continuing Medical Education reviews the Application and supporting documentation and a preliminary determination of credit is made.
  - a. **If your CME activity qualifies for AOA 1A CME Credit, it may also qualify for Specialty Board (NMM/OMM) credit. In order to qualify for specialty board**

UNECOM Department of Continuing Medical Education, Stella Maris Room 318, Biddeford, Maine 04005

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**credit, all supporting materials (i.e. agenda, marketing materials, evaluation, etc.) must specify Board Certification in addition to the presenter's credentials. (e.g. John Smith, DO, NMM/OMM)**

3. The Director of Continuing Medical Education notifies the application's contact person(s) of the accreditation status, and provides language that **MUST** be used on marketing materials for the program. All promotional materials must adhere to the University of New England College of Osteopathic Medicine Promotional/Brochure Guidelines. These materials must be approved by the Director of Continuing Medical Education prior to duplication and distribution. (Including email marketing/promotional materials)
4. Send applicant the Dept. of CME "**templates**" of all **required forms**, including:
  - a. Sample Presenter Contact/Bio Sheet (which may be used in lieu of a CV)
  - b. UNE Disclosure Declaration form
  - c. Sample Sign-In Sheet
  - d. Sample CME/CEU Credit Reporting Form, including sample accreditation language
  - e. Sample Evaluation
  - f. **Commercial Support of CME Activity Letter of Agreement (educational grants and/or exhibits)\***
5. Send applicant the following:
  - a. Policy/Procedure on Required Disclosure Slides as part of presentations
  - b. Observation of Live Activity Form (for live programs only)
6. **Forms Required 30 days prior to the scheduled course/program.**
  - a. Signed copies of the Disclosure Declaration for all speakers and all planning committee members.
  - b. Completed Presenter Contact/BIO Sheets or CVs for all speakers and planning committee members.
  - c. Needs Assessment Documentation
  - d. For Regularly Scheduled Series (RSS), i.e. Grand Rounds – presentation titles, names and credentials of all presenters for the quarterly series.
7. **Within 30 days after the activity**, the activity contact person forwards to the Department of Continuing Medical Education at UNECOM , the following:
  - a. Final brochure and/or other marketing pieces
  - b. Final Program Agenda and one attendee packet of handouts
  - c. Original sign-in sheet
  - d. Original completed CME/CEU Credit Reporting Forms signed by attendees
  - e. Three (3) completed evaluations and the total # of evaluations returned
  - f. Planning Committee Members Contact/BIO sheets or CV's

- g. Disclosure Declarations signed from all Speakers
  - h. Disclosure Declarations signed from all Planning Committee Members
  - i. Documentation on how the Program Disclosure Process occurred (i.e. slide per speaker, summary slide showing all disclosures, written in program packet of materials, etc.
  - j. Observation of Live Activity form, signed by contact staff or their designee onsite at the activity
  - k. A list of all commercial supporters (both educational grantors and exhibitors)
  - l. Copies of all Letters of Agreements with commercial supporters
  - m. Documentation showing how the program disclosure process occurred (i.e. slide per speaker, summary slide showing all disclosures, written in program agenda, etc...)
  - n. Observation of Live Activity Form completed (for live programs only) and signed by activity contact staff or their designee on-site at the activity to ensure that the activity is held in compliance with the ACCME and/or AOA Guidelines.
8. A copy of the CME/CE Credit Reporting Form serves as the attendees' proof of attendance. The CME Department will forward certificates (if requested) when all materials are received. (optional – dependent upon if the activity contact staff request this).
  9. Complete registration information must be provided to the Department of Continuing Medical Education (unless handled through the CME department) within two weeks after the conclusion of the activity. Registration information includes name, email and mail addresses.
  10. A proposed budget listing expected revenue and projected expenses for the activity must be provided to the Department of Continuing Medical Education, along with the program application. A final budget is due in the CME office within 3 months after the conclusion of the activity. (*Internal UNE Departmental CME offerings only*)
  11. Approval of credit can be withdrawn at any time, based upon compliance with the University of New England College of Osteopathic Medicine Policies and Procedures for Joint Sponsorship, the ACCME and Maine Medical Association's CCMEA policies and procedures.

*NOTE - \*In accordance with ACCME regulations, commercial support of any CME activity requires that all funding for and payment of speaker expenses and honoraria is done through the CME Provider (UNECOM) unless the joint sponsor is designated to do so by the Director of CME. Commercial supporters must be identified on the application form and arrangements made with the Director of CME for compliance with this requirement.*