

CONDITIONS

By completing this application, the undersigned agrees to the following:

1. MedChi will be contacted at the beginning of the planning process and be involved in all necessary aspects of the CME activity for which providership is sought.
 - A. Place Jaison Fleming-Smallwood as your reviewer.
Email: jsmallwood@medchi.org Phone: 410-539-0870x3333
2. A draft copy of any promotional materials will be submitted for approval. Draft copies of promotional materials and all handouts must be approved by MedChi (CME Approval Letter) before being sent for final printing and distribution.
 - A. This must be done in step2 of the application process.
3. MedChi's name and logo and the phrase "jointly provided by MedChi" will be placed prominently on the cover of all promotional materials, on the program book, and on syllabus materials. Promotional materials will conform to the Identity Standards and Basic Guidelines set for use of MedChi name and logo. (Please request a MedChi Logo to be sent to you.)
4. The following prescribed accreditation statement and designation statement are to be used in promotional and program materials, as well as on all certificates:

Accreditation Statement

"This activity has been planned and implemented in accordance with the Essential Areas and policies of the Accreditation Council for Continuing Medical Education through the [(choose one) joint or Direct providership of MedChi, The Maryland State Medical Society and [name of non-accredited provider]. MedChi is accredited by the ACCME to provide continuing medical education for physicians."

Designation Statement

"MedChi designates this [learning format] for a maximum of [# of credits] *AMA PRA Category 1 Credits*. Physicians should claim only the credit commensurate with the extent of their participation in the activity."

The learning format listed in the Designation following AMA approved formats:

Live Course	Manuscript Review	Internet Searching and Learning
Regularly Scheduled Series	Test-Item Writing	Learning from Teaching
Enduring Material	Committee Learning	Other/Blended Learning
Journal CME/CE	Performance Quality Improvement	

5. To comply in full of all terms and conditions for a joint providership as delineated in the application, and to meet all designated deadlines. Upload all documents to the link provided.
 - A. You can request a link to be sent to you by sending an email to jsmallwood@medchi.org
6. To pay all fees in a timely fashion and furthermore to pay all late fees incurred because of non-timely payment, late submission, or failure to submit required post-activity materials by deadline as set in this application agreement.
7. To abide by the Accreditation Council for Continuing Medical Education's (ACCME) [*Standards for integrity and Independence in Accredited Continuing Education*](#).
8. To provide MedChi with all required documentation regarding commercial support for an activity and a full accounting of all commercial support funding.
9. MedChi must be notified of the cancellation of the accredited activity **no later than forty- eight (48) hours prior to the activity date.**

CONDITIONS (continued)

By completing this application, the undersigned agrees to the following:

1. The non-accredited organization is responsible for notifying registrants of the cancellation of an activity. This notification of the cancellation must be made to all registrants for that activity in a fair and timely fashion using the most efficient methods available.
2. Once an activity has taken place, all fees, documentation and actions associated with that activity must be fulfilled and completed. All fees become non-refundable once an activity has occurred.
3. Upon request, the non-accredited joint/Direct provider will provide MedChi with modest complimentary exhibit booth space at the event.
4. Upon request, the non-accredited joint/Direct provider will provide MedChi with four (4) complimentary registrations to the educational activity.
5. When a joint/Direct providership involves commercial support (i.e., a commercial support grant), solicited by the non-accredited joint provider, MedChi, as the accredited provider, will assess a fee of 6.5% of the total grant amount as an administrative fee for processing and documenting compliance for accreditation. This fee applies to each grant for commercial support associated with the jointly provided activity.

MedChi will capture this fee during the processing of the commercial support grant, during what is currently called the "pass-through" process. MedChi will assess the 6.5% fee at that time and deduct it from the amount sent out to the non-accredited joint provider.

In cases where commercial support was negotiated and received prior to MedChi joining in the activity as the accredited provider, MedChi will assess the 6.5% fee via invoice to the non-accredited joint provider as part of the process of transferring the administration of the commercial support to MedChi as the accredited joint provider.

This policy is in no way intended to indicate or infer that MedChi will apply for or solicit grants as part of this administrative fee.