



Hello, and thank you for Choosing to do an educational activity with MedChi, The Maryland State Medical Society, through Joint Providership. A Joint Providership is a situation in which accredited and non-accredited organizations work cooperatively to develop and present a CME activity. MedChi, working through the Joint Committee on CME (JCCME), undertakes joint providership at its own discretion and when consistent with its stated mission. Please note, Direct Providerships are handled the same way as Joint Providerships.

As the accredited provider in a joint providership situation, it is MedChi's responsibility to ensure that the Criteria and Standards for Integrity and Independence in Accredited Continuing Education of the Accreditation Council for Continuing Medical Education (ACCME) are met by becoming and remaining integrally involved in the planning and implementation of the CME activity.

Note that, due to the number of Joint Providership applications we receive and the potential for unanticipated delays, it is very important that your application is received at least 60 business days prior to your activity. Applications received 59 to 31 business days prior to your application will be assessed for an additional \$100 processing fee. [Applications received 30 business days or less will not be reviewed.](#)

When you are ready to complete a new application. Please request a link to upload your application and documents. Emailed material will not be accepted. All request can be sent to jsmallwood@medchi.org. You can also download an application from the MedChi website, however, still request a link to upload your documents to.

Always make sure that you are submitting the most up-to-date application. The CME application can be found on the Medchi website or a copy can be emailed to you upon your request.

To this end, we have made changes to our CME application, and other documents, to better meet the requirement(s) from the ACCME. In doing so, we have split the application process into 3 steps.

[Please note, an application will not be reviewed until the application fee is paid.](#)

Step 1 – Joint Providership Application.

This is the first part of the CME application process. Upon completion of step1 you may receive a letter to move forward to step2 or a request for additional information. The CME Department will not review your application until the CME Application invoice has been paid. Please note, if your application fee was waived, then this portion would not apply.

Please note: At this time you will receive an invoice for the application fee.

The application will not be reviewed until the application fee is paid.

Also note: Be prepared that your application approval can be delayed for many reasons. These delays are normally caused by the organization seeking approval (i.e. missing documents).

Example:

If you submit an application with an activity start date in 35 days, however the application fee was not paid until 28 days after submission. This leaves just 7 days for the application to be approved. Chances are that the application will not receive approval in time for you to start your activity.

Step 2 – Assemble the Activity

In this part, you submit certain documents pertaining to the activity itself. You would submit these documents just before the activity begins. Your activity will not be able to take place without written approval from MedChi (approval letter). MedChi will not issue the approval consent without all the step 2 paperwork.

This process allows MedChi to adhere to ACCME guidelines and allows the CME department to follow your company/organization's progress, which would also allow The CME department to give important input and information from start to finish.

Please note: Upon completion, you will receive an invoice for the activity fee (CME's requested).

CME credits will not be issued until this fee is paid.

Step 3 – After the Activity

In this part, you submit certain documents pertaining to closing out the activity. You would have up to 60 business days, after the completion of the activity, to submit this part. Please note that CME certificates will not be issued until step 3 has been complete. [It is the responsibility of the Joint/Direct Provider to inform their learners that it can take up to 60 days to receive CME or Completion certificates.](#)

Note:

CME credit will not be issued until all step3 documents have been received and approved.

Jaison Fleming Smallwood

Jaison Fleming-Smallwood
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Notes to help you succeed

- Request a link to upload your application and supporting documents. Send request to: jsmallwood@medchi.org. Please make sure to include the name of your organization and the name of your activity.
- It is very important that you are using the most up-to-date application and utilize the checklist that is made available in the step 1, 2, and 3 documents. This will ensure that you are submitting everything that is required for approval. To ensure that you are using the most up-to-date application, please go to the MedChi website, [under continuing medical education](#).
 - Always make sure that you are submitting the most up-to-date application.
 - Always put Jason Fleming-Smallwood as your reviewer on page 3.
- Important note: For your convince, hyperlinks have been added throughout the step 1, 2, and 3 process. **Any word(s) in blue** are hyperlinks. Should you need to gain further understanding about a particular section; simply click on the hyperlink. The hyperlink will take you directly to the ACCME website where further instructions or even videos can be viewed. Some hyperlinks will allow you to download needed documents. Should you still have any questions. Please feel free to call or email the MedChi CME department.
- Page 6. You can choose just one or all three categories. Whatever you choose, be sure to also choose objective or subjective.
- Pages 6 (bottom). This refers to the Practice Gaps. It helps to submit any articles, emails, test scores, etc. When submitting information, please highlight the information that pertains to the practice gap. Not doing so will cause unwanted delays. Be sure to highlight anything that you would like the CME Committee (JCCME) to focus on. **DO NOT SEND ONLY HYPERLINKS!** Upload this material with the rest of your documents. If you have more than 3 articles, guidelines, etc. to submit, you can submit just 3 and the others can be a hyperlink.
- Pages 6 and 7 go together. Whatever is chosen on page 7, you must write how that chosen category will be assessed on page 7.
- Page 8. All 3 sections on page 8 must be completed.
 - It helps to write how your activity will address a physician's knowledge need, competence need, and need for improved performance. Try not to refer to outside information (i.e. see attached).
- Page 10. Please submit supporting documentation for every item that you check off. Please highlight the information that refers to what you checked off. Not doing so will cause unwanted delays.
- Page 11. Please submit any material that was checked off. Not doing so will cause unwanted delays.
- Page 11. Please submit your proposed budget. A budget template hyperlink has been provided for you, on the step1 checklist. If you do not have a budget, please put all zeros on the template.
- Please submit a copy of your registration form.
 - If registration is done Online. Do a print screen of the registration page(s).
- If you are receiving commercial support, please submit a copy of your agreement, if already signed. If your agreement has not already been signed. Please let us know that you intend to have commercial support, and we will send you the needed forms to do so properly.

If you have questions regarding any part of the application. Please feel free to contact the CME department so that we can assist you.