



American College of Preventive Medicine  
physicians dedicated to prevention

## **Policies, Procedures, and Guidelines for Joint Providership of CME Activities**

### **INTRODUCTION**

The American College of Preventive Medicine is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide continuing medical education for physicians. The American College of Preventive Medicine requires that all activities which it jointly sponsors comply with the Essential Areas and Policies of the ACCME, and, if designated for credit, with the requirements of the American Medical Association Physician Recognition Award or other appropriate entity.

The American College of Preventive Medicine reserves the right to accept or deny joint providership of individual CME activities at its own discretion.

### **REQUIREMENTS FOR JOINT PROVIDERSHIP**

#### **Eligibility**

Organizations that are defined as commercial interests according to ACCME's definition are not eligible to participate as joint sponsors. The American College of Preventive Medicine requires potential joint sponsors to complete an application form for review and approval by ACPM's CME/MOC Committee Members.

#### **Mission and Definition of CME**

Any activity to be considered for joint sponsorship must fit the **Definition of CME** as promulgated by the ACCME and must fall within the mission of the American College of Preventive Medicine's CME Program. A statement affirming these two requirements must be submitted to the American College of Preventive Medicine as part of the application process.

Definition of CME according to ACCME: "Continuing medical education consists of educational activities which serve to maintain, develop, or increase the knowledge, skills, and professional performance and relationships that a physician uses to provide services for patients, the public, or the profession. The content of CME is that body of knowledge and skills generally recognized and accepted by the profession as within the basic medical sciences, the discipline of clinical medicine, and the provision of health care to the public."

ACPM CME Mission Statement: “The American College of Preventive Medicine (ACPM) provides patient and population health and clinical preventive continuing medical education in response to the current needs of its members, other physicians and public health professionals in the broad area of prevention. Through participation in ACPM educational activities, physicians and public health professionals will become better prepared to improve the health of patients and populations they serve, a mission achieved through ACPM’s continuous assessment of educational results and adaptation of offerings.”

## **Application**

Applicants must obtain an Application for Joint Providership from ACPM’s Continuing Education Department. The application must be completed in full and returned to ACPM as early in the planning process as possible to allow for necessary changes, revisions, or input into the planning and implementation process. A minimum of 8 weeks or 2 months lead-time is required. One contact person representing the applicant must be identified at the time of application.

## **JOINT PROVIDERSHIP LETTER OF AGREEMENT**

Upon approval of the Application, ACPM and the Joint Sponsor will sign a ***Joint Providership Agreement*** delineating all pertinent information and roles and responsibilities.

## **IDENTIFICATION OF ACPM AS ACCREDITED PROVIDER**

The American College of Preventive Medicine will be clearly and prominently identified on all promotional and activity materials as a joint sponsor of the activity.

## **ACPM FORMS TO BE USED**

Applicants are required to use ACPM’s **Full Disclosure Form** and **Commercial Support Letter of Agreement**. Other forms may be required during the planning, implementation, and evaluation of the activity.

## **REQUIRED STATEMENTS**

ACPM will communicate and approve all required statements that must appear on activity materials.

## **REVIEW OF MATERIALS**

ACPM must review all activity materials and reserves the right to mandate pre-dissemination changes it feels are required for compliance with appropriate regulations or for maintenance of ACPM's image. The activity may not take place (or in the case of enduring materials or journal CME, may not be disseminated) until official approval is granted by ACPM in writing. ACPM will make reasonable efforts to review materials in a timely manner, but will not be responsible for delays in implementation of the activity.

## **DOCUMENTATION**

ACPM will define the nature of documents that the Joint Sponsor must provide and the schedule for that provision.

## **ACPM RESPONSIBILITIES**

The following responsibilities are solely those of the American College of Preventive Medicine and will not be delegated to the Applicant:

- Negotiation and signing of the Commercial Support Agreement
- Preparation and dissemination of certificates of credit or participation (two to four weeks following receipt of the participant list)
- Maintenance of official participant records. (Applicant will also be required to maintain unofficial records for six years.)
- Handling of participant grievances

## **FEES AND PAYMENT**

Fees and payment schedule will be negotiated on an activity-by-activity basis and will be delineated in the Joint Providership Agreement.

## **NOTIFICATION**

The Applicant organization will be notified in writing when its request is approved or disapproved. Promotional or activity materials may not be disseminated without ACPM's approval.

## **CONTACT**

Please contact Stephanie Madrigal at [smadrigal@acpm.com](mailto:smadrigal@acpm.com) with any inquiries regarding joint providership.