Joint Providership Policies and Procedures

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

1. **Application** – Apply online at [https://yale.cloud-cme.com/Application.aspx](https://yale.cloud-cme.com/Application.aspx)
   Please note, your application must be completed & submitted electronically, stating all pertinent information. The time frame for submission is:
   - 1-day activity: at least 5 months prior to activity;
   - 3-day activity: at least 8 months prior to activity;
   - 4+-day activity: at least 1 year prior to activity

2. **Application Approval** - upon approval, you will be notified via email of your program approval.

3. **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. You will be responsible to submit your financial records to Yale CME.

4. **Disclosure Forms** – it is mandatory that all participants (course director, planning committee members and lecturing faculty) complete and sign an online disclosure form. All disclosures must be submitted online to Yale CME prior to the educational activity. View & Complete an online disclosure form at [https://yale.cloud-cme.com/Form.aspx?FormID=232](https://yale.cloud-cme.com/Form.aspx?FormID=232)

5. **Faculty Disclosure** - at the time of the conference, it is mandatory that individual faculty disclose publicly (orally and by written handout) all relevant financial relationships

6. **Presentation Review** – 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 Standards for Commercial Support. Further instructions will be provided by Yale CME.

7. **CME Credit Transcript** – upon completion of the activity and verification of attendance, CME transcripts will be available for individual access for those who attended

8. **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, and a copy provided to Yale CME.

9. **Syllabus and/or Handouts** – speaker presentations should be delivered to the Course Director and Yale CME at least two weeks prior to the activity in order that all materials may be reviewed for conflict of interest.

10. **Fee Structure** – The fee for Yale CME accreditation and meeting management will be discussed at the initial planning meeting.

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