Joint Providerships 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 8 months prior to activity;
   - 3-day activity: at least 10 months prior to activity;
   - 4+-day activity: at least 1 year prior to activity

2. **Application Approval** - upon approval, you will be notified in writing 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) any corporate relationships (and those of spouses/partners).

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. Forms will be provided by Yale CME for your use.

7. **CME Credit Transcript** – will be awarded at completion of the conference, upon receipt of your sign in sheet and completed excel attendance spreadsheet.

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 conference 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. **There is a $750 non-refundable application fee and a $5,000 deposit used for initial costs while grant funding is pending.**

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