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ACAAI Joint Providership Program Description

The American College of Allergy, Asthma & Immunology (ACAAI) is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide continuing medical education for physicians. As required by the ACCME, all activities designated by ACAAI for *AMA PRA Category 1 Credit(s)*[™] must comply with the ACCME Accreditation Criteria, Policies, and Standards for Commercial SupportSM including activities planned and implemented through Joint Providership.

Any activity to be considered for Joint Providership must be aligned with both the mission of ACAAI, and the defining characteristics of continuing medical education (CME) as specified by the ACCME. All CME Applications for Joint Providership will be assessed based on their individual merits. The ACAAI reserves the right to accept or deny any Joint Providership application at its own discretion. The Joint Provider must agree to follow all policies, procedures, and formats as set forth by ACAAI.

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ACAAI Responsibilities

- Certify activities for AMA PRA Category 1 Credit(s)[™] and collaborate with the Joint Provider to ensure that all ACCME Accreditation Criteria, Policies, and Standards for Commercial SupportSM are met
- Convene an initial consultation meeting to discuss the CME planning process, and to outline the responsibilities of both the Accredited and the Non-accredited organizations.
- Provide Joint Providership applicable forms, checklists, and templates to be used for the activity design process and for ACCME documentation
- Review and approve Joint Providership CME Application and provide step-by-step guidance as needed
- Apply for Commercial Support in the form of Educational Grants on behalf of the Joint Provider
- Review, approve, and sign Letters of Agreement (LOAs) for Commercial Support (monetary or in-kind)
- Review and approve all advance marketing materials
- Review CME Compiled Conflict of Interest (COI) form and provide guidance on acceptable mechanisms to resolve any conflicts of interest
- Review and approve all onsite program materials and/or educational content

- Provide participants online access to course materials, evaluations, credit claiming and certificates
- Provide technical support to participants claiming credit
- Provide Evaluation Reports to Joint Provider on or before 30 days following the activity
- Complete and submit Commercial Supporter Reconciliation report if applicable
- Review final documentation for ACCME compliance
- Maintain participant online access to credit certificates 24 hours a day, 7 days a week
- Maintain participant roster and CME activity file documentation for 6 years

Non-accredited Joint Provider Responsibilities

- Carefully review all Joint Providership Application materials, required documentation, and deadlines in order to comply with the requirements specified by ACAAI.
- **Submit the CME Application for Joint Providership a minimum of 4 months prior to the activity.**
- Convene the Planning Committee to:
 - Identify professional **practice gap(s)** based on internal or external data sources
 - Determine the **needs of learners** (*e.g., knowledge, competence, performance*) that underlie the professional practice gap(s)
 - Analyze practice gap(s), learners' needs, and determine **desired result(s)** of educational intervention (*e.g., to change competence, performance, patient outcomes*) to formulate educational objectives
 - Identify **target audience**
 - Design educational content and format(s) considering desirable **physician attributes** and adult learning principles
 - Determine if there are any **barriers** for learners to accept and integrate the desired changes
 - Determine if any **non-educational strategies** can be used to reinforce the educational objectives following the activity
 - Determine if the activity will benefit from **collaboration** and cooperation with other ACAAI initiatives or external stakeholders
 - Select **expert faculty**
 - Collect **disclosures**, document the identification and resolution of any conflicts of interests (COIs), and submit the **CME Compiled COI Form**
- Determine **funding**, following the requirements of the ACCME Standards for Commercial SupportSM
- Develop **advance marketing materials**; you must obtain ACAAI approval on all promotional materials prior to printing and dissemination
- Develop **activity agenda** and other **onsite program materials**; you must obtain ACAAI approval of all program materials and acknowledgements
- Submit agenda for designation of credit
- Participate in initial consultation meeting with ACAAI
- Secure venue/facility for activity, as appropriate

- Create preliminary budget
- Faculty management:
 - Confirm faculty
 - Request Faculty/Planner Relevant Financial Disclosure Forms
 - Resolve COIs according to ACAAI and ACCME policies
- Make all **disclosures** (e.g., *financial relationships, faculty relationships with Commercial Supporter and with products or services being discussed, etc.*) **to learners** prior to the start of the activity
- **Acknowledge** commercial support to the audience prior to the beginning of the activity (*if applicable*)
- Conduct education activity
- Collect activity **attendance** information
- Provide attendance file to the ACAAI
- Draft a **summary** of the **evaluation data**, based on the evaluation report provided by the ACAAI and using the ACAAI Final Report form
- Complete and submit to the ACAAI within **45 days** following the activity: evaluation summary, final budget, and any other information required to complete and close out the activity file.

Optional Services

> Online Registration through ACAAI's College Learning Connection

Your attendees can register through our website

Receive weekly reports

Your meeting is listed on the ACAAI and College Learning Connection website

Fee Schedule and Application Deadline

APPLICATION DEADLINE: A minimum of **4 months** prior to the activity

FEES

Accreditation	\$2500
(Optional) Online Registration	\$ 750
(Optional) CE Nursing Credit	\$ 250
(Optional) 1-5 Grant Applications	\$ 150 each
6 or more Grant Applications	\$ 300 each

Joint Providership Process **with** Grant Funding

Submission Schedule

4 months prior

Application

- Joint Providership CME Application form
- Accreditation fee - \$2,500
- Agenda (draft)
- Budget (preliminary)
- Save the Date/Postcard
- Pharma List

3 months prior

Disclosures

- CME Compiled Disclosure & Resolution of Conflict of Interest (COI) form

2 weeks before
printing

Marketing Materials

- Marketing materials, Preliminary Programs or Registration Brochures, Final Programs or Syllabus

2 weeks prior

Presentations

- Completed CME Presentation Review Checklist
- PowerPoint presentations (PDF format)

7 days prior

Registration

- Registration List to date (Excel template)

24 hrs before activity
ends

Registration/Attendance Update

- Registration/Attendance List Update (Excel template) - includes walk-ins, late registrations, no shows, etc.)

Last Day - end of
meeting

Registration/Attendance Update

- Registration/Attendance List Update (Excel template) - includes walk-ins, late registrations, no shows, etc.)

1 month after

Evaluation Report

- ACAAI will forward you the evaluation report results from the College Learning Connection, the ACAAI's Learning Management System

45 days after

Final Submissions

- Handouts/Syllabus
- Final Budget
- Final Agenda
- Final Report

Joint Providership Process **without** Grant Funding

Submission Schedule

4 months prior

Application

- Joint Providership CME Application form
- Accreditation fee - \$2,500

3 months prior

Supporting documentation

- Agenda (draft)
- CME Compiled Disclosure & Resolution of Conflict of Interest (COI) form
- Budget (preliminary)
- Postcard/Flyer/Invitation

2 weeks before
printing

Marketing Materials

- Marketing materials, Preliminary Programs or Registration Brochures, Final Programs or Syllabus

2 weeks prior

Presentations

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