

**Jointly Sponsored Activity
Letter of Agreement**

In order to receive consideration for approval of a CME activity, an application should be submitted at a minimum **90 days prior to the date of the activity.**

This Letter of Agreement is between CAMC Health Education and Research Institute and the **NAME OF ORGANIZATION** regarding terms and conditions of the jointly-sponsored educational activity, **TITLE**, to be held on **DATE** in **LOCATION**

The following standards for jointly sponsored educational activities were developed in accordance with the CAMC Health Education and Research Institute policies as well as the Accreditation Council for Continuing Medical Education (ACCME) guidelines for jointly sponsored programs.

1. The educational activity must be in full compliance with the Accreditation Council for Continuing Medical Education (ACCME) Essentials, Guidelines and Standards for Commercial Support. CAMC Health Education and Research Institute must ensure that those requirements are met.
2. CAMC Health Education and Research Institute must be director or co-director of the jointly sponsored activity.
3. Objectives for the educational activity should be published in the program brochure and must state the nature and purpose of the program to allow target audience to select an educational activity that meets its needs. Expected learner outcomes and instructional format should be included as well.
4. CAMC Health Education and Research Institute must be listed on all activity announcements, advertising and on the front cover of the brochure.
5. CAMC Health Education and Research Institute CME staff must review all printed material prior to publications, including approval of CAMC Institute's name and logo in brochures, program handouts, advertisements and other promotional literature.
6. All printed materials **must include** the following statements:

ACCREDITATION STATEMENT

This activity has been planned and implemented in accordance with the essentials and standards of the Accreditation Council for Continuing Medical Education through the joint sponsorship of CAMC Health Education and Research Institute and the **ORGANIZATION**. The CAMC Health Education and Research Institute is accredited by the ACCME to provide continuing medical education for physicians.

CREDIT HOUR STATEMENT

Physicians -The CAMC Health Education and Research Institute's CME program is accredited by the Accreditation Council for Continuing Medical Education to sponsor continuing medical education for physicians. The CAMC Health Education and Research Institute designates this educational activity for a maximum of **XX** AMA PRA Category 1 Credit(s)™. Physicians should only claim credit commensurate with the extent of their participation in the activity.

7. Faculty disclosure statements ***must be included*** in the course syllabus and the ***below statement must be included*** in printed marketing materials.
DISCLOSURE:
It is the policy of the CAMC Health Education and Research Institute that any faculty (speaker) who makes a presentation at a program designated for AMA Physician's Recognition Award (PRA) Category I or II must disclose any financial interest or other relationship; (i.e. grants, research support, consultant, honoraria) that faculty member has with the manufacturer(s) of any commercial product(s) that may be disclosed in the educational presentation. Program Planning Committee Members must also disclose any financial interest or relationship with commercial industry that may influence their participation in this conference. Faculty relationships with industry, if any, will be made available on-site and disclosure made from the podium to the participants.
8. CAMC Health Education and Research and joint sponsor will determine administrative responsibility of each organization, including:
 - a. Registration process
 - b. Preparation of materials (e.g. handouts)
 - c. Activity staffing
 - d. Budget management
 - e. Conference facility arrangements
 - f. Planning committee disclosure (***provided by CAMC Institute***)
 - g. Faculty disclosure (***provided by CAMC Institute***)
 - h. It is understood that CAMC Institute, Division of Education will manage all educational grants and commercial support sources for the program according to ACCME guidelines and standards for commercial support.
9. CAMC Health Education and Research Institute will distribute brochures to those requesting information. We ask that you supply us with **25** brochures for that purpose as well as for the Division of Continuing Education activity file.
10. CAMC Health Education and Research Institute requires a final list of all attendee and faculty, including full mailing addresses and professional degrees. This should be sent to the CAMC Institute, Division of Education at the conclusion of the education activity.

11. An evaluation and analysis of the education activity should be forwarded to CAMC Health Education and Research Institute following the activity. The evaluation must indicate whether the activity's objectives and needs were met.
12. If CAMC Health Education and Research Institute does not control the activity's account, a detailed report must be given to CAMC Institute, Division of Education at the conclusion, no more than 90 days post conference, for the activity file.
13. After the educational event CAMC Institute will invoice the joint sponsor for a **\$250.00** joint-sponsor fee plus **\$5.00**/continuing education credit requested.

CAMC Health Education and Research Institute reserves the right to withdraw CME category 1 approval if there is not compliance with the fore mentioned standards.

I have read this document and agree to the requirements by this CAMC Health Education and Research Institute joint sponsorship agreement.

Education/Conference Coordinator _____ Date
CAMC Health Education of Research Institute Representative

Joint Sponsor Representative _____ Date

Robin C. Rector, MA _____ Date
Director – Division of Education
CAMC Health Education of Research Institute