

## ACOEM Joint Sponsorship Application Review Process 2006

1. Completed Joint Sponsorship Applications, with all required documentation, should be received by the ACOEM Education Department at least 30 days prior to the printing/distribution of any promotional materials for the proposed activity. **Applications submitted to ACOEM after promotional materials have been finalized and distributed will not be approved.**
2. **Staff reviews the application for completeness.**
  - If necessary, contact is made with the application to request additional information.
3. **Applications are forwarded to the ACOEM Committee on Joint Sponsorship for review.**

This committee is comprised of ACOEM physician members. The committee determines whether the topics and objectives of the proposed activity are in concert with the ACOEM Mission and meet the AMA's definition of CME. The committee will be advised by ACOEM Staff to deny applications whenever the proposed jointly sponsored activity impacts a directly sponsored ACOEM activity. The committee returns the application to the Education Department with a recommendation to:

  - Approve the application
  - Approve the application with modifications as noted
  - Deny the application
4. **Applicants are notified in writing of the review committee's decision. E-mail is the preferred method.**
5. **Approved Applications:**
  - Applicants are notified in writing of the decision made by the review committee and of the *actual number of credits of AMA Physician's Recognition Award category 1 credit that has been approved for the activity.*
  - Applicants are provided with **additional forms which must be completed and returned with their post-event documentation.**
  - **DRAFT copies of the promotional brochures/programs** containing the ACCME accreditation statement and clearly identifying ACOEM as the Joint Sponsor of the activity are sent to the ACOEM Education Department for review. The Education staff informs the applicant of any changes that need to be made to these materials prior to ACOEM approval of their publication and distribution.

### ACCME Accreditation Statement

***This statement must appear in all promotional materials/brochures related to educational activities jointly sponsored by ACOEM.***

"This activity has been planned and implemented in accordance with the Essential Areas and Policies of the Accreditation Council for Continuing Medical Education (ACCME) through the joint sponsorship of the American College of Occupational and Environmental Medicine and (the name of the non-accredited provider). The American College of Occupational and Environmental Medicine is accredited by the ACCME to provide continuing medical education for physicians."

\* Rush applications review (less than 30 days prior to activity) may incur additional charges.