

Joint Sponsorship FAQs

Will ACOEM accept an application for the review of a proposed CME activity that is submitted fewer than 60 days prior to the release of promotional materials for that activity?

The 60 day requirement allows ACOEM to fulfill its role as an ACCME accredited provider and actively partner with you in the planning and development of your CME activities. In some instances (i.e., one hour CME activities presented as part of a lunch or dinner meeting) a shorter lead time may be adequate to review proposed activities and still allow your organization sufficient time to promote the activity.

Must we have our CME activity completely planned to submit an application for joint sponsorship?

*No. As an ACCME accredited provider, **ACOEM must be contacted at the beginning of the planning process** for all proposed activities and be involved in all the necessary aspects of the proposed CME activity.*

How long does the ACOEM application review process take once all of the required materials are submitted?

The ACOEM Joint Sponsorship Committee is comprised of ACOEM member physicians who volunteer their time to review applications for joint sponsorship. The availability of the reviewers and the complexity of each submission determine the time required for a thorough review of an application. To assure that your application is received and reviewed in enough time for you to promote your CME activity, we strongly encourage applicants to adhere to the 60 day requirement.

Can we promote our activity prior to ACOEM's review of our application?

*CME providers may use "save the date" announcements to inform prospective attendees about CME programs that are being developed. **These announcements may only state the name, date and location of an activity.** "Save the date" announcements **may not** state that "AMA PRA has been applied for" nor can they solicit registrations from prospective attendees.*

What can we do if our application is denied?

*Applicants are notified, in writing, of the Committee's decision to approve or deny applications. If the application is denied, the reasons for denial will be clearly stated in the notification letter. **The primary reasons for denying joint sponsorship approval include: failure of the applicant to abide by the conditions and requirements outlined in the joint sponsorship application; a determination by the Committee that the activity does not meet the American Medical Association's definition of CME; and scheduling an activity that conflicts with a directly sponsored ACOEM activity.***
In some instances, and with sufficient lead time, some of these obstacles to approval are remediable.

Our organization hosts one hour CME sessions several times each year. Should we submit one JS application for the entire year's meeting schedule, or, should we submit one JS application for each meeting date?

An application for Joint Sponsorship should be submitted for each activity.

Our organization is developing an educational activity that we plan to present multiple times to different groups of participants. Do we need to submit separate applications for each date that this activity is delivered?

If the same activity will be presented multiple times to different groups of participants, a single application with a list of all the presentation dates for that activity should be submitted to ACOEM.

An Activity Fee, when applicable, is due for EACH presentation of an approved activity.

The joint sponsorship application requests just the hospital affiliation and clinical designation of proposed speakers. Should I also provide a CV or Bio?

The proposed list of faculty submitted with your application should include enough information about the faculty to satisfy any questions that the ACOEM review committee may have about the faculty's qualifications to deliver the CME activity. Curriculum Vitae (CV) are not required. However, we strongly recommend that proposed faculty complete the Faculty Biographical Sketch Form. This form can be accessed by selecting the link of the same name.

What information is required from the speaker at the educational session?

Prior to the delivery of an accredited educational activity, a disclosure statement must be made to the attendees. This statement may be delivered: verbally by either the Moderator or the Faculty; printed in a final program or the syllabus materials; or appear in the splash screen or front material on digitized media.

The ACCME requires faculty to disclose to their audiences any significant financial interest or other relationship with the manufacturer(s) of any commercial product(s) and/or provider(s) of commercial services discussed in their presentation(s). The intent of this disclosure is not to prevent a speaker with a significant financial or other relationship from making a presentation, but rather to provide listeners with information on which to make their own judgments. It remains for the audience to determine whether the speaker's interests or relationships may influence the presentation.

All faculty are also required to know and disclose to their audiences the FDA approval status of all medical devices and pharmaceuticals for the uses discussed, described, or demonstrated in their presentation(s).

If your activity is approved for joint sponsorship with ACOEM, you will receive a Faculty Disclosure Form which will assist you in meeting disclosure requirements.

In addition, a signed statement from the accredited activity's Faculty Director, verifying that disclosure was made to the audience, must be submitted to ACOEM along with the required post-event documentation.