

ACOEM Joint Sponsorship

Guidelines for Promotional Materials

PRIOR TO THE REVIEW/APPROVAL OF A PROPOSED ACTIVITY

An accreditation statement can only be included in promotional materials after the applicant has received notification that their proposed activity has been approved for joint sponsorship.

“The accreditation statement does not need to be included on initial “save-the-date” type activity announcements. **Such announcements contain only general, preliminary information about the activity including the date, location and title.** If more specific information is included, like faculty, learning objectives or registration information, the accreditation statement must be included.”

ACCME 1999-B-17

Institutions may not indicate that “AMA PRA credit has been applied for”.

AMA Physician’s Recognition Award

UPON NOTIFICATION OF ACOEM APPROVAL:

Drafts of promotional materials must be submitted to ACOEM for approval prior to their printing and distribution.

Required information for promotional materials

“Brochures and announcements must state the educational objectives and the intended physician audience. The final announcement must clearly state the number of credits the provider has judged the activity to be worth.”

AMA Physician’s Recognition Award

“All printed materials for jointly sponsored activities must carry the appropriate accreditation statement.”

ACCME Essential Areas and Policies

Accreditation Statement:

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

An award statement must be included in the same literature as a separate paragraph:

“The American College of Occupational and Environmental Medicine designates this educational activity for a maximum of ____ category 1 credits toward the AMA Physician’s Recognition Award. Each physician should claim only those credits that he/she actually spent in the activity.”