

OFFICE OF CONTINUING EDUCATION

Standards and Guidelines for Joint Sponsorship

Introduction

In accordance with the University of Massachusetts Medical School (UMMS) Office of Continuing Education policy on joint sponsorship, the Office of Continuing Education (OCE) will partner with UMMS departments and outside organizations to joint sponsor a CME offering at the request of a full-time, physician member of the UMMS faculty integrally involved in the planning of the program. Said faculty member will serve as Chair of the program, on the Steering Committee, or as an Educational Consultant, and will take responsibility for the educational content of the program.

Upon occasion, when the request comes directly from the outside organization, OCE will facilitate the involvement of an appropriate faculty member and negotiate an appropriate honorarium.

Fee Structure

There will be a flat charge for review, approval, and documentation to ACCME standards, plus a per registrant charge for certification. All charges are negotiable, but the standard starting points will be as follows:

| <i>AGENCY</i> | <i>APPLICATION & REVIEW FEE</i> |
|--|--|
| UMass Departments – single program (including UMMS, UMass Memorial, and Affiliates) | \$750 + \$25/registrant |
| UMass Department- Series | \$1,000 + \$25/ registrant Maximum of 5 programs Additional programs: \$200 each |
| Outside Non-profit Organizations – single program | \$1,500 + \$25/registrant |
| Outside Non-profit Organizations – Series | \$2,500 + \$25/registrant Maximum of 5 programs Additional programs: \$500 each |
| Outside For-profit Organizations – single program | \$3,000 + \$25/ registrant |
| Outside For-profit Organizations – Series | \$5,000 + \$25/ registrant Maximum of 5 programs Additional programs: \$900 each |

All grants must be processed through the UMASS OCME, and are subject to a \$50 processing charge.

Cancellation of Program Fees/Refunds

Should an approved program need to be cancelled, 20% of the above fee will be retained by the Office of Continuing Education to cover the costs of review, approval and documentation to ACCME standards. The balance will be refunded to the payor.

Application

The joint sponsor will complete an Application for Joint Sponsorship, signed by the UMMS Responsible Faculty Member.

Agreement

An OCE Manager will sign a letter of approval, detailing all requirements regarding advertising, faculty disclosure, commercial support, verification of attendance, required documentation, and fees. An invoice for the appropriate flat charge will be sent with the letter.

Credit for Allied Healthcare Professionals

In addition to CME credit, the OCE can also offer credit for nurses, psychologists, social workers, mental health counselors, licensed practical nurses, family & marriage counselors, rehabilitation counselors, and others, for an additional charge of \$250--\$350 depending on the discipline.

Post-Program Documentation

After the program, the OCE Manager will ensure that all required documentation is received. He/she will then authorize the issuance of certificates and to send an invoice for the certification charge.

***Please contact the Office of Continuing Education at
508-856-3041 or Continuing.Education@UMassMed.Edu
with any questions.***