

CME Fee Structure

1. **Application Fee:** \$600 (\$300 for UTMCK, UTHSC COM-Knoxville, and UTK clients)
 - a. Provides access to the application system
 - b. Monitors activity compliance with ACCME standards
 - c. Archives the activity file for at least six years
 - d. Maintains access to participant transcripts for six years
 - e. Provides presentation and defense of the CME file as required by the ACCME review board
2. **Certification Fee:** \$50 per credit hour
 - a. Allows for the capture of the sum total of work done by the CME staff based on the length of time the course is conducted
3. **Transcript Management Fee:** \$25 per person claiming credit
 - a. Offsets the monthly maintenance fee charged by the tracking software company
 - b. Create the participant portal and email parameters for each session, so participants can access their transcripts electronically
 - c. Upload attendee spreadsheets into a software system
 - d. Make corrections and send reminders to claim credit
4. **CME Management Fees:** 18% of all expenses incurred by the conference
 - a. Charged only if the CME staff is managing the speakers, marketing, evaluations, and logistics
 - b. Non-negotiable and non-fragmentary management
 - c. An industry-standard management fee

No Educational Grants: The CME Office does not apply for educational grants from pharmaceutical or medical device companies nor from any other entity, whether it be local, state, or federal.