

Certification-Only Definition and Fees

Office of Continuing Medical Education (CME)

There are three **required**, non-refundable fees for Certification-Only services

1. **Application Fee:** \$300 (UTMC/UTHSC COM-Knoxville/UTK – internal clients); \$600 (external clients)
 - a. Monitoring file compliance with Accreditation Council for Continuing Medical Education (ACCME) or Academy of General Dentistry (AGD) standards
 - b. Archiving of the activity file for four years
 - c. Maintaining access to participant transcripts for six years
 - d. Presentation and defense of the CME or CDE file as requested by the ACCME or AGD review board
2. Certification Fee: \$50 per certified credit hour (e.g., 10 hours of CE x \$50 per hour = \$500 Certification Fee)
3. Transcript Management Fee: \$25 per person requesting CE credit as submitted by the client via the CME-provided spreadsheet

Certification-Only includes the CME staff:

Pre-conference management

- Conduct initial planning meeting with activity director and planning committee
- Review and approve online activity application for completeness
- Review conflict of interest disclosures from all individuals involved in the planning and implementation of the activity, as gathered by the client
- Approve brochure/postcard before mailing to ensure proper certification wording
- Review faculty presentations when necessary to ensure compliance with ACCME and AGD regulations and guidelines, and document the activity director's approval or method for mitigating disclosed financial relationships
- Promote activity on UTHSC COM-Knoxville, CME webpage, if requested
- Approve the evaluation method for the activity
 - Learners will be required to answer the CEPD's evaluation form within our credit portal, before claiming credit

No on-site conference management

- Supply the activity director with guidance and forms, including
 - Disclosure of speaker financial relationships with ineligible companies to be displayed appropriately in activity materials
 - Excel file necessary to document attendance by participants (to be completed by client)

Post conference management

- Upload attendee credit requests into the online credit portal, as supplied by the client in previously approved Excel format
- Answer attendee post-conference questions