

Certification-Only Definition and Fees

Office of Continuing Education and Professional Development (CEPD)

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

1. **Application Fee:** \$300 (UTMC/GSM/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 client via CEPD spreadsheet

Certification-Only includes the CEPD 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 client
- Approve brochure/postcard prior to mailing to ensure proper certification wording
- Review faculty presenter presentations to ensure compliance with ACCME and AGD regulations and guidelines and document the activity director's approval or method for resolving perceived conflict of interest
- Promote activity on UTGSM-CEPD webpage, if requested
- Apply for credit from outside agencies (ACPE, ASRT, AAFP, etc.), if requested (additional external vendor fees apply)
- Approve evaluation method for the activity (must include questions on perceived commercial bias)

No on-site conference management

- Supply activity director with guidance and forms including
 - Written disclosure of speaker conflicts of interest and activity funding sources to be displayed appropriately in activity materials
 - Participant sign-in sheets (if requested)
 - Excel file necessary to document attendance by participants (to be completed by client)

Post conference management

- Upload attendee credit requests into online credit claiming software system, as supplied by client in previously-approved, Excel format
- Send 2-3 credit request reminders to participants via email
- Answer attendee post-conference questions
- Receive from the activity director
 - Summary of evaluation outcomes
 - Proof of planner and presenter(s) and funding disclosure
 - Copies of letters of agreement from any educational grants received
 - Financial accounting if educational grants were received