

## Fees for Internal Clients (UT Graduate School of Medicine and UT Medical Center)

As a non-profit institution, fees are based on operating costs for the office of Continuing Education and Professional Development (CEPD).

There are three required fees for certification.

1. **Application Fee:** \$300
  - a. Non-refundable
  - b. Provides access to the application system
  - c. Initiates contact with our professional services
  - d. Setting up the activity in the management software
  - e. Monitoring file compliance with Accreditation Council for Continuing Medical Education (ACCME) or Academy of General Dentistry (AGD) standards
  - f. Archiving of the activity file for four years
  - g. Maintaining access to participant transcripts for six years
  - h. Presentation and defense of the CME or CDE file as requested by the ACCME or AGD review board
2. **Certification Fee:** \$50 per credit hour
  - a. Non-refundable
  - b. Allows for the capture of the sum total of work done by the CEPD staff based on the length of time the course is conducted.
  - c. Number of hours often reflects the number of speakers, which is historically a key indicator of the amount of work needed to manage the activity
3. **Transcript Management Fee:** \$20 per person claiming credit
  - a. Non-refundable
  - b. Offsets the monthly maintenance fee charged by the software company
  - c. Includes
    - i. Creating the participant portal and email parameters for each session, so participants can access their transcripts electronically
    - ii. Uploading attendee spreadsheet into software system
    - iii. Making corrections and sending reminders to claim credit

There are also three optional fees that are dependent upon the involvement of the CEPD staff.

1. **Complimentary attendees.** If required or requested, up to two CEPD staff members (Coordinator and Director) will be considered complimentary attendees of the activity in order to ensure compliance of the standards of the ACCME or AGD. Airfare, ground transportation, lodging and per diem meal expenses will be considered reimbursable expenses by the activity. CEPD will submit an invoice for travel expenses once the activity has ended.
2. **Grant administration fee.** In some cases the CE Accredited Provider is required to apply for educational grants from pharmaceutical and device companies. In this instance, there will be a \$100 charge for each grant application submitted. The CEPD will submit an invoice for grant administration fees once the activity has ended. These fees provide:
  - a. Generate and approve grant application as the CE Provider
  - b. Monitor grant status and provide additional information as requested
  - c. Receipt and process grant check through UT system
  - d. File post-activity financial accounting to granting agency
  - e. Process paperwork that allows disbursement of the funds to the proper account
  - f. File commercial-support information for ACCME or AGD compliance
3. **Management fee.** If the staff of the CEPD are requested to manage the event, there is a management fee of 15% of chargeable expenses, which is an industry standard rate. CEPD will submit an invoice for the management fee once the activity has ended.