

## Fees for All Clients

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 and non-refundable fees** for certification.

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

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

1. **[INTERNAL CLIENTS ONLY] Grant administration fee:** If requested by an internal client, the CEPD office will apply for educational grants from pharmaceutical and device companies. There will be a \$100 charge for each grant application submitted, regardless of grant funding decision. CEPD has no control over grant funding decisions made by educational grant companies.
2. **Management fee.** If the staff of the CEPD are requested to manage the event, there is a management fee of 18% of chargeable expenses, which is an industry standard rate.