Full-Service Activity Management Fees
Office of Continuing Education and Professional Development (CEPD)

There are three **required**, non-refundable fees for Full-Services Management

1. **Application Fee:** $300 (UTMC/GSM - 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

**Full-Service Activity Management includes***:

**Pre-conference management**
- Conduct initial planning meeting with activity director and planning committee
- Review and approve online activity application for completeness
- Gather conflict of interest disclosures from all individuals involved in the planning and implementation of the activity
- Purchase mailing list(s) based on requested target audience (additional external vendor fees apply)
- Contract graphic artist for activity brochures/postcards (additional external vendor fees apply)
- Collaborate with graphic artist and activity course director on marketing materials and make revisions to brochure artwork and text as necessary
- Ensure proper certification wording is on the brochure/postcard
- Place final order for brochure/postcard printing and postage (additional external vendor fees apply)
- Promote activity on UTGSM-CEPD webpage
- Promote activity via online and direct marketing (e.g. e-flyers)
- Apply for educational grants (internal clients only; additional fees apply – see below**)
- Apply for credit from outside agencies (ACPE, ASRT, AAFP, etc.), if requested (additional external vendor fees apply)
- Collaborate with UT Conference Center to design, host and maintain an activity registration website (additional external vendor fees apply)
- Coordinate all faculty presenter paperwork (e.g., honoraria, travel, letters of agreement, and hotel reservations)
- 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
- Contract with activity hotel/host venue
- Coordinate all activity logistics with host venue including meeting space, audio visual, and catering (additional external vendor fees apply)
- Collaborate with UT Conference Center to design, host and maintain a secure, password-protected speaker presentation portal for all participants
- Manage activity exhibitor attendance, communication, and payments
- Collect faculty presenter questions and design audience response system (ARS) presentation for on-site pre and exit testing
- Design evaluation method for the activity that includes questions on perceived commercial bias
- Manage activity budget and provide updates on financial status to activity director approximately twice a month
On-site conference management
- Collaborate with UT Conference Center to provide attendee/speaker name badges and on-site registration personnel (additional external vendor fees apply)
- Manage on-site logistics and troubleshoot any on-site problems or issues that may arise
- Collaborate with UT Conference Center to provide audio visual equipment and personnel (additional external vendor fees apply)
- Manage on-site ARS pre and exit testing
- Ensure disclosure of speaker conflicts of interest and activity funding sources are displayed on activity materials
- Supply printed attendee materials including a program agenda, attendee participant list, and any required credit request forms
- Provide registration assistance to attendees on-site
- Monitor on-site sign-in sheets, if requested

Post conference management
- Distribute CE-required post-test electronically (2-3 months post-activity)
- Upload attendee credit requests into online credit claiming software system
- Send 2-3 credit request reminders to participants via email
- Answer attendee post-conference questions
- Design evaluation results summary for the activity director
- Compile attendee evaluation responses from pre-, exit and post-tests into an Excel spreadsheet
- Reconcile educational grants (if applicable)
- Reconcile final budget and send to planning committee for final review
- Submit required paperwork to all external credit agencies (e.g. ACPE, AAFP, and ASRT), if applicable

*Please note: UTGSM-CEPD will add an industry standard management fee of 18% to all services outlined above (a sample budget of previously-managed activities can be provided upon request).

** [INTERNAL CLIENTS ONLY] Grant administration fee: If requested by an internal client (e.g. UTGSM or UTK), 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.

EXPECTATIONS FOR THE COURSE DIRECTOR:
- Contact the CEPD office at least nine months prior to an activity to discuss the activity
- Identify and document professional practice gaps
- Determine the educational needs of the target audience
- State identified learning objectives and how the educational offering will address them
- Prepare the activity agenda
- Submit a complete application with all required attachments
- Approve course budget prior to expenditures
- Identify knowledgeable and appropriate presenters and invite them to speak
- Assist CEPD with resolving or managing all identified conflicts of interest
- Aid the CEPD office in marketing the activity by editing brochures and webpages
- Identify potential commercial supporters and exhibitors with the assistance of the CEPD
- Create an evaluation instrument to assess how well the activity met its stated learning objectives
- Provide the CEPD office with all required materials prior to the beginning of the activity
- Enforce the rule that speakers who refuse to disclose must not be allowed to present
- Guide the CEPD staff to reconciliation of conflicts of interest as needed
- Review all presentations prior to the activity in the time frame requested by the CEPD staff
- Comply with the standards of ACCME as directed by the CEPD staff