
CONTINUING MEDICAL EDUCATION PROGRAM

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SUBJECT:	Joint and/or Co-Sponsorship	Written:	January 2006

Joint sponsorship allows non-accredited organizations to present educational activities that qualify for Category 1 credit, with the accredited organization taking full responsibility for the planning and evaluation of the program.

Co-sponsorship represents two accredited providers providing an educational offering with one assuming responsibility for compliance with the Essentials.

Joint Sponsorship Guidelines

1. Applicant must request joint sponsorship at least 4-6 months before program date in writing, by FAX, or e-mail to the CME Office.
2. A Main Line Health physician must be on the organization's Board or planning committee.
3. The CME Application must be totally filled out, signed by the President of the Organization or Director of the Program, and returned within 30 days accompanied by:
 - Information on the Organization
 - Proposed budget
 - Letter stating that MLH will, in no way, be held fiscally responsible for any debts incurred pertaining to the program.
 - Minutes of the planning meeting(s) including names of the committee members
 - Needs Assessment (may be filled in on Application)
 - Hour for hour outline of program
 - Proposed invitation letter to faculty for review
 - List of proposed faculty with academic and clinical titles or CV
 - Proposed evaluation format
 - Global educational objectives
 - List of Funding Sources, if applicable
 - Proposed methods of advertising program
 - Review fee of \$100 made payable to "Main Line Health"
 - No Monographs/Journals or other Enduring Materials

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4. MLH CME Director will review the Application with accompanying forms within 30-60 days. The MLH physician representing the Organization may be asked to attend a CME Committee Meeting. A formal letter of disposition will be sent out and if Joint Sponsorship is being offered the appropriate accreditation statements that must be printed exactly as stated on all publications, signage, flyers etc. will be included. Suggested MLH Evaluation form will accompany this letter. Upon receipt of these forms, an Accreditation Fee of \$500 is to be forwarded to the CME Office made payable to "Main Line Health" (This fee may be waived upon the decision of the CME Director or Committee).
5. MLH CME Office must approve the *rough draft* of any publicity in time to make any necessary corrections/changes. The CME office will make every effort to respond within 2 business days.

A MLH logo will be forwarded to the organization's designated printing company for reproduction.

6. One week before the program, the MLH CME Office must be notified of the following
 - How the program will be staffed
 - What arrangements have been made for signing in the attendees
 - The distribution and collection of the evaluation and handout materials
 - Final evaluation form
 - Acknowledgement page listing supporting companies
 - Copy of Full disclosure from the syllabus or handout
 - Three copies of Brochure
7. One month after the meeting, the Organization will send to the MLH CME Office:
 - Sign-in Sheets: The CME Office will process CME Certificates to be returned to the organization for mailing within 30 days.
 - Tallied Evaluation Report with comments
 - Copies of Full Disclosure Forms
 - Copies of signed Letters of Agreement from Funding Sources
 - Final Syllabus
 - Final Budget