

## CMEO JOINT ACCREDITATION PROCESS

### PRIOR TO THE ACTIVITY

- **Attestation Form:** The educational partner completes the CMEO Attestation Form and submits for review and approval.
- **Joint Provider Agreement (JPA):** Mutually agreed to and executed agreement
- **Submit CMEO JP Planning Document:** Complete and submit the CMEO JP planning document prior to the activity, which includes the completed planning document form, the full program listing with invited faculty, documentation used to identify learning gaps, agenda, outline of presentations, and commercial support targets if applicable.
  - All files are submitted electronically via email to [gillettc@cmeoutfitters.com](mailto:gillettc@cmeoutfitters.com) and [hershmans@cmeoutfitters.com](mailto:hershmans@cmeoutfitters.com).
- **Planning Document Review:** CMEO reviews the Application and provides feedback, if necessary. Once approved, an official email that includes the credit totals, and required forms and templates for the rest of the process is sent to the educational partner.
- **Faculty and Planning Committee Disclosures:** The Planning Committee, faculty including Speakers/Moderators/Discussants/Authors/Patients and all individuals who have created/influence on the education of the activity must complete their disclosure forms prior to the first planning meeting. A disclosure form link will be provided by CMEO.
- **Marketing Materials:** Submit the marketing materials to CMEO for approval prior to print and/or prior to posting online and/or dissemination. These materials must include:
  - Acknowledgement of Educational Grant support if applicable,
  - Learning objectives
  - Joint Accreditation verbiage, logo and credit statements
  - CMEO Disclosure Policy paragraph and disclosure list of planners/presenters/moderators/authors etc.
  - CMEO will provide an Activity Detail Page (ADP) document specific to your activity to guide in the above materials.
- **Content:** Submit all content, handouts, training tools, etc. to be presented to learners for review by CMEO.

- For all identified, relevant Conflicts of Interest, educational content will undergo a peer review by an external CMEO representative.
- 12-14 business days (minimum) prior to the meeting: Submit completed program/website for review. Login information will be needed for CMEO staff to access learning management system or credit claiming site.
- Timelines to be discussed for each program
- **Commercial Support (if applicable):** Identify a list of supporters, grant amounts, etc. at the onset of the planning process. Educational Grant Letter of Agreements (LOAs) are to be submitted to CMEO for review, approval, and signature. If submitting via a grantor website, please use the following information:
  - Accreditor: CME Outfitters, LLC  
Contact: Sharon Tordoff  
Email: [stordoff@cmeoutfitters.com](mailto:stordoff@cmeoutfitters.com)  
Address: 201 King of Prussia Rd., Suite 370, Radnor, PA 19087  
Tax ID: 85-1645273
- **Activity Detail Page (ADP):** All of the information included on the ADP is to be distributed / presented to all attendees prior to the start of the activity. Presenters must state their disclosure information on presentation slides at the beginning of the presentation. If slides are not used, presenters must disclose verbally to the learners. “No disclosures” should also be indicated.

## **AFTER THE ACTIVITY**

- **Activity Evaluation Forms:**
  - CMEO will provide a link to the online evaluation and certificate process
  - If not utilizing the CMEO evaluation system, Activity Evaluation forms are collected on-site/online by educational partner and a copy is provided to CMEO.
    - CMEO has a template evaluation which may be incorporated into an educational partners evaluation. There are specific questions we ask across all our educational offerings.
- **Credit Certificates:**
  - CMEO will provide a link to the online evaluation and certificate process
  - If not utilizing the CMEO evaluation and certificate system, CME certificates are distributed, mailed/e-mailed post-meeting to learners by educational



partner, or directions are provided for online access. (CMEO will provide templates of certificates prior to the meeting).

- **Attendance List:** within 30 days of the end of the Live / Live online activity, provide CMEO with evidence of participation by learners
  - If not utilizing CMEO evaluation and certificate process, a list of attendees and the number and type credits they claimed must be provided to CMEO
  
- **Final Report:** If not using CMEO Evaluation system and live / live online, participation data due within 4 months of the activity concluding. If enduring, due January 31 of every year it is active: Submit the Final Report information to [gillettc@cmeoutfitters.com](mailto:gillettc@cmeoutfitters.com).
  - Documentation required:
    - attendance data
    - evaluation data
    - financial summary (revenue, grant, commercial support, etc.)
  
- **Close File:** Once the Final Report and other documentation have been received, CMEO reviews all materials and closes the file. An email is sent confirming that the file is closed.

**For additional information, and/or top discuss in further detail, please do not hesitate to contact us:**

**Candice Gillett, MPH | Project Manager**

(she/her)

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**Scott J. Hershman, MD, FACEHP, CHCP | Director, Strategic Partnerships**

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