

## FMA Joint Providership: Applying for CME for an Educational Activity

### PRIOR TO THE ACTIVITY

- Establish an Activity Director (must be FMA Member) and Activity Coordinator for your event
- Identify other planners who will be involved in planning and implementation of the activity
- Conduct a needs assessment and identify professional gaps/opportunities
- Plan your meeting: determine topics, formats, speakers, date and location of the event
- Complete the FMA Joint Providership Application: document gaps, formulate objectives, express desired results, consider appropriate formats, and identify possible speakers
- Send/Email a Disclosure Form to each person in a position to control content (planners, speakers, moderators, and authors etc.) in order to identify potential conflicts of interest (COI)
- Submit JP Application, completed Disclosure Forms & Agenda (60 days in advance) of the meeting
- After initial application review by FMA staff: Collect and submit individual objectives and description/outline for all presentations; Collect and submit PPT slides for the presentations for which planners or speakers identified a potential COI

#### *Upon receipt of the confirmed number of credits for event*

- Submit Commercial Support Letter of Agreement (LOA) for each educational grant received from a commercial interest to support the CME (the FMA MUST be aware of every commercial support contribution and MUST sign off on each LOA)
- Submit the Evaluation Form(s) & sample CME Certificate(s) for approval.
- Submit an electronic copy of ALL promotional materials (save the date notices, brochures, final meeting materials, etc.) for advanced review and approval by FMA staff; Make sure the brochures and final meeting programs include the following:
  - Learning Objectives
  - Accreditation Statement and the FMA logo
  - Planner/Speaker Disclosure Information
  - Recognition of Commercial Support (separate from recognition of exhibitors and other corporate sponsors)

### DURING THE ACTIVITY

- If **Planner and Speaker Disclosure information** was not able to be presented to the learners in advanced promotional materials or in final meeting materials, this information

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must be communicated on the 1<sup>st</sup> slide of each presentation or done verbally and confirmed in writing by staff or a moderator (either way, the FMA MUST receive tangible proof that planner and speaker disclosure information is communicated to the audience.

- If recognition of **Commercial Support** was not able to be presented to the learners in advanced promotional materials or in final meeting materials, this information must be communicated via signage or verbally and confirmed in writing by staff or a moderator (either way, the FMA MUST receive tangible proof that recognition of commercial support is communicated to the audience.
- Collect all Activity Evaluation forms and Post Tests (if applicable).
- Distribute CME Certificates if applicable – may be mailed or emailed after the meeting. The FMA does not require that certificates be provided to FL-licensed physicians, physician assistants, and ARNPS since credits for these attendees will be posted in CE Broker by the FMA, however partners should provide certificates for non-FL licensed attendees and other attendees who wish to receive verification of their attendance. Some FL-licensed physicians who are licensed in other states may require a certificate.

### AFTER THE ACTIVITY

- Complete the Attendance Spreadsheet (template provided with the formal approval email) using the credit claim information provided by your attendees.
- Compile a summary of evaluation responses and comments.
- Prepare meeting budget report (template provided with the formal approval email).
- Submit the Attendance Spreadsheet, Evaluation Summary, Budget Report and copies of all distributed versions of handouts (including the meeting program/agenda, worksheet and brochures) to the FMA.

### RETAIN FOR 6 YEARS

***Retain The Following Documentation In Your Files For 6 Years To Be Available For FMA Review:***

- Planning Committee meeting minutes
- Planning Committee Disclosure forms
- A copy of the Final Program Book/Pamphlets/Brochures
- Speaker Disclosure forms
- Summary of the Onsite Evaluations and Onsite Evaluations completed by participants
- Financial Recap information
- Attendees List