

CME ACCREDITATION/JOINT PROVIDERSHIP FEES

The Indiana State Medical Association (ISMA) will engage in joint providership accreditation with non-accredited providers of continuing medical education. Joint providership accreditation fees will be charged according to the type, size and complexity of the CME activity. The ISMA is not obligated to engage in joint providership accreditation, and may choose to decline such a collaboration for any reason. Reasons may include but are not limited to - inadequate staffing, risk associated with heavily commercially-supported activities and/or conflicts of interest, or content areas are not aligned with ISMA strategic priorities and CME mission.

FEES: Your fee, at a minimum, will be comprised of a base fee. Depending on your activity, other fees may be required, including: fees for multiple offerings of the same activity, industry commercial support and multimedia presentations.

PLEASE NOTE:

- The ISMA will honor fee quotes for up to 60 days.
- Travel expenses may be incurred if the ISMA monitors a live activity.
- The fee structure offers guidelines only. Each activity is unique and may require special pricing considerations.

TO CALCULATE YOUR FEE:

Choose your activity type from the five choices listed below. Next, work across columns 1 – 5 to arrive at your total.



<i>Detailed explanations follow on next page</i>	Base Fee	Commercial Support Received?	Additional Monitoring Fees	Multiple Offerings	Multimedia Offerings
In-Person Course	\$300/credit hour	If yes, add 25% to base fee	N/A	\$250 for each additional offering	\$150 for each additional offering
Regularly Scheduled Series (RSS) ⁶	\$300/credit hour	If yes, add 25% to base fee	\$300/year	N/A	\$150 for each additional offering
Internet Live ⁷	\$300/credit hour	If yes, add 25% to base fee	N/A	\$250 for each additional offering	\$150 for each additional offering
Internet Enduring ⁸	\$300/credit hour	If yes, add 25% to base fee	\$150/year	N/A	\$150 for each additional offering
Other Enduring Materials ⁹	\$300/credit hour	If yes, add 25% to base fee	\$150/year	N/A	\$150 for each additional offering

MY ESTIMATE WORKSHEET

1 Base Fee	2 Commercial Support	3 Addtl Monitoring Fees	4 Multiple Offerings	5 Multimedia Offerings	TOTAL ESTIMATE
(# hours ____ X \$300)	(Base Fee ____ X 0.25)	(# years ____ X fee)	(# addtl offerings ____ X fee)	(# addtl media ____ X \$150)	

DEFINITIONS AND ADDITIONAL INFORMATION:

¹ Base fee: The base fee for Indiana State Medical Association CME accreditation includes:

- Initial interview between joint provider and ISMA to determine eligibility and discuss roles and responsibilities of each party
- CME planning worksheet review and CME consultation as needed during activity planning
- Required documentation templates: financial conflict of interest form/disclosure mechanism, content validity form, ISMA logo and other marketing materials, commercial support agreement, evaluation, attendance tracking sheet, budget spreadsheet, and others will be supplied by the ISMA
- ISMA review of materials, disclosure forms, announcements, commercial support contracts, as well as all speaker presentations and handouts
- ISMA management of commercial sponsorship funds when required
- Electronic certificate creation and distribution to all participants on list provided to the ISMA by joint provider (List must be provided in either Excel or in a table in Word and include, at minimum, the participant's: name, email address and # of credits awarded.)
- Evaluation development, tabulation and summary report that will satisfy CME requirements
- ISMA website posting: activity posting with a hyperlink to joint provider website or brochure, if desired

² Industry Commercial Support: If the activity has any industry support, the base fee will increase 25 percent. This fee helps to offset the cost of managing funds, reviewing contracts, and increased monitoring/communication to ensure the ISMA complies with the ACCME Standards for Integrity and Independence in Continuing Education. ***The ISMA must be notified of intent to obtain any industry grants and in-kind support, as well as industry exhibitors. Your CME accreditation may be revoked if the ISMA is not notified, as ISMA - as the accredited provider, must make all decisions regarding the receipt and disbursement of commercial support and sign onto agreements.***

³ Additional Monitoring Fees: a) Enduring Materials – The ISMA must regularly check all enduring materials for compliance with ACCME policies and standards throughout the life of the activity. This fee includes these periodic checks during a one-year term. If an enduring material will be made available for CME credit beyond one year, an additional \$150 fee will be assessed. b) Regularly Scheduled Series (RSS) – The ISMA conducts a bi-annual CME compliance review and evaluation of each RSS; this fee covers related expenses.

⁴ Multiple Offerings: The activity content remains the same but is repeated in more than one location and/or on more than one date for a different audience. This fee covers the oversight of these additional events.

⁵ Multimedia: For example, a simultaneous webcast of an in-person course. This fee covers the oversight of these additional events.

⁶ Regularly Scheduled Series (RSS) example of charges: Tumor Board meets bimonthly for one hour of CME credit (two hours per month). An application for the "series" would be considered one activity, (annual goals and objectives identified and developed). The fee for the one series would be the number of total hours accredited each year times the \$250 base fee. Each year, an evaluation of the series and a new application must be reviewed, and a new fee will be due. The number of attendees or number of credits earned for the year by each attendee is not relevant to the base accreditation fee.

⁷ Internet Live: An online course available ONLY at a certain time/date and is only available in real-time. Once the event has taken place, learners may no longer participate in that activity. (Example: live webcast)

⁸ Internet Enduring: An activity that is available when the learner chooses to complete it on demand, not strictly at one specified time/date. Internet enduring material activities typically offer a large time frame in which the learner may choose to participate in the activity (i.e., one year from activity launch). (Examples: online interactive educational module, recorded presentation, podcast)

⁹ Other Enduring Materials: A printed, recorded, or computer-presented CME activity that may be used over time at various locations and which, in itself, constitutes a planned activity. In an enduring material the provider creates the content. (Examples: printed materials, CD-ROM or DVD recording of an activity)