This completed supplement should be attached to the Application for CME Credit if the CME activity is also sponsored by a group in addition to the University of Michigan Medical School.

The Accreditation Council for Continuing Medical Education states:

ACCME expects all CME activities to be in compliance with all ACCME requirements and policies (including the Standards for Commercial Support). In cases of joint providership, it is the ACCME accredited provider’s responsibility to be able to demonstrate through written documentation this compliance to ACCME.

The fortuitous presence of a faculty member of the Medical School on another organization's planning committee is not adequate to designate credit. This individual or another faculty member of the Medical School should be identified to represent the Medical School in the planning and oversight process. Planners representing the Medical School should be formally designated and should check with the Office of Continuing Medical Education and Lifelong Learning (OCME&LL) regarding their responsibilities in advance of planning the activity.

This form provides supplemental documentation to verify that the University of Michigan Medical School has met its responsibilities for assuring that the ACCME requirements were met when planning and presenting this activity.

a. What non-Medical School organization(s) is/are jointly providing the activity?

Organization(s) name: ______________________________________________________________

Person within that organization(s) responsible for the activity:

Name ________________________________________________________________
Title _________________________________________________________________________
Address _______________________________________________________________________
Phone _________________________________________________________________________

b. Did the Faculty Planner (i.e., the faculty member in the Medical School who is responsible for the activity identified in Section 1.e of the application):

participate in the assessment of educational needs of the target audience before the activity was developed?
☐ Yes  ☐ No

participate in the development of the objectives of the activity?
☐ Yes  ☐ No

participate in the selection of speakers and content topics?
☐ Yes  ☐ No

c. Does the Faculty Planner know the administrative arrangements regarding the activity, including the planned and actual expenditures and their appropriateness?

☐ Yes  ☐ No

Attach the proposed budget for the expenses of this activity. (An example Budget for Jointly Provided Activities is available at http://ocpd.med.umich.edu/cme/apply-cme-credit/one-time-activity.)

NOTE: A draft budget must be attached or the application will not be reviewed.

Is the budget attached?  ☐ Yes  ☐ No
d. Will in-kind commercial support be provided for this activity?  ☐ Yes  ☐ No (skip to question “e”)

Note: UM Medical School policy prohibits receiving commercial funding (gifts, grants, exhibit fees) to support UMMS CME activities, but in-kind commercial support (e.g., supplies, equipment) is allowed.

When in-kind commercial support is provided for a CME activity, a letter of agreement must be signed by the CME provider (UMMS) and the supporter, even if the support is to be received by the joint sponsor. Will the Faculty Planner sign the agreements on behalf of UMMS?

☐ Yes
☐ No (If No, what arrangements will be made to have the agreements signed by a recognized representative of UMMS? Describe:  ____________________________________________________________

e. Will the Medical School’s name appear prominently as a joint sponsor on all promotional materials and printed programs?  ☐ Yes  ☐ No

f. The ACCME requires that the following Accreditation/Credit Designation statements appear on all printed materials for jointly provided activities.

   This activity has been planned and implemented in accordance with the requirements and policies of the Accreditation Council for Continuing Medical Education (ACCME) through the joint providership of the University of Michigan Medical School and [insert name of non-accredited provider]. The University of Michigan Medical School is accredited by the ACCME to provide continuing medical education for physicians.

   The University of Michigan Medical School designates this live activity for a maximum of _____ AMA PRA Category 1 Credit(s)™. Physicians should claim only the credit commensurate with the extent of their participation in the activity.

g. If the activity is audited by ACCME for compliance with the above requirements and adherence to policies in the application form (e.g., handling of commercial funds), can the Faculty Planner produce documentation demonstrating compliance?

☐ Yes  ☐ No