



2022-2023 JOINT PROVIDERSHIP AGREEMENT for CME and AASM CEC

Activity Title _____

Activity Date and Location _____

Activity Provider _____

The **American Academy of Sleep Medicine’s Continuing Medical Education Program** is charged with providing activities that enhance the practice of sleep medicine. The AASM may jointly provide CME and AASM CEC activities with specialty societies and other groups, provided the requirements for joint providership are rigorously observed. The purpose of this agreement is to articulate the roles and responsibilities of the AASM in the planning, offering, and evaluating of continuing education programs for which the AASM agrees to jointly provide.

The Activity Provider will be responsible for providing the following to the AASM at least 3 months in advance of the meeting:

1. Signed Joint Providership Agreement.
2. A non-refundable Joint Providership fee of \$750, plus \$75/per session or talk*.
3. Completed CME & AASM CEC Activity Planning and Documentation Worksheet, along with supportive documentation (see Checklist).
4. Finalized Activity Agenda that confirms the number of credits provided.
5. Conflict of Interest (COI) Disclosures for all course planners and faculty. Instructions for faculty and planners to submit their COIs will be provided.
6. Completed presenter agreements (the presenter agreement form will be provided).
7. Advanced copies of all promotional materials to be approved by the AASM before publication (brochures, emails, and website). All materials must include a summary of the target audience, a list of the learning objectives, and the following statements:

This activity has been planned and implemented in accordance with the accreditation requirements and policies of the Accreditation Council for Continuing Medical Education through the joint providership of the American Academy of Sleep Medicine and <insert name of non-accredited client>. The American Academy of Sleep Medicine is accredited by the ACCME to provide continuing medical education for physicians.

“The American Academy of Sleep Medicine designates <<name of course>> as a live activity for a maximum of <insert number of hours> *AMA PRA Category 1 Credits*™. Physicians should only claim credit commensurate with the extent of their participation in the activity.

8. Completed letters of agreement from all commercial supporters of the meeting—dually signed and dated with other required documentation (if applicable).

The Activity Provider will be responsible for providing the following to the AASM at least 1-2 months in advance of the meeting:

1. Attestation form that the course planners reviewed the materials prior to the course and all conflict of interest from faculty were mitigated (a sample form will be provided).
2. Copies of all published promotional materials (i.e., brochures, handouts, website screenshots) for content review.
3. Copies of the educational materials distributed and or presented to participants (i.e., course book, article, module questions, PPT slides).
4. Documentation of Commercial Support Disclosure to Attendees, if applicable.

The Activity Provider will be responsible for providing the following to the AASM within 10 business days following the meeting:

1. A list of all attendees in Excel that includes job title, first name, last name, email address, and mailing addresses for each attendee.
2. Copies of any follow-up material sent to participants (i.e., additional reading list).
3. Feedback from participants (if collected).

The American Academy of Sleep Medicine is responsible for the following:

1. Facilitating completion and collection of planning documentation.
2. Calculating credit hours based upon the agenda.
3. Collecting planner and faculty conflict of interest disclosures.
4. Reviewing all marketing materials and presentations for compliance with ACCME standards.
5. Awarding *AMA PRA Category 1 Credits™* to eligible course participants in accordance with ACCME and AMA standards.
6. Providing eligible participants with credit letters via email.
7. Facilitating post-meeting evaluations and outcome surveys.
8. Maintaining records for ACCME activity files.

New for 2023: The application includes submission of one complete registration list. We will NOT offer joint providership clients the option to obtain credit for registrants that register AFTER the event has concluded.

*AASM will offer no refunds for a reduction in the number of sessions after the agenda is submitted. In the event sessions are added to the agenda, the organization will be billed \$100 for each additional session added after the agenda is submitted.

I have read the **American Academy of Sleep Medicine's Procedures for Joint Providership**. I understand that the AASM reserves the right to withdraw providership of this activity at any time if any of the above policies have not been followed.

Signature of Applicant for Joint Providership _____

Printed Name and Title _____

Date Signed _____

AASM

Signature _____