



## JOINT PROVIDERSHIP AGREEMENT

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 associated and 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 which the AASM agrees to jointly provide.

**The Activity Provider will be responsible for providing the following to the AASM at least 2-3 months in advance of the meeting:**

1. Signed Joint Providership Agreement
2. Joint Providership fee of \$500, plus \$50/credit hour of activity
3. For an incremental flat fee of \$150, AASM will offer AASM CECs for Sleep Technologists
4. Completed CME Activity Planning and Documentation Worksheet, along with supportive documentation (see Checklist)
5. Finalized Activity Agenda confirming number of credits provided
6. Conflict of Interest Disclosures for all course planners and faculty (a website for faculty to submit their COIs will be provided)
7. Advanced copies of all promotional materials to be approved by the AASM before publication (brochures, emails, 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 sponsor>. 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."*

*"This course is supported (in part) by an (unrestricted) educational grant from <insert name of industry supporter> in accordance with ACCME Standards."*

1. Completed letters of agreement from all commercial supporters of the meeting—dually signed and dated with other required documentation (when 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 resolved (A sample form will be provided)
2. Documentation of COI Process
3. Copies of ALL your published promotional materials (ie. brochures, handouts, website screen shots) for content review
4. Copy of the Educational Materials distributed to participants (i.e. course book, article, module questions, PPT slides)
5. Documentation of Commercial Support Disclosure to Attendees

**The Activity Provider will be responsible for distributing the following to attendees during the meeting:**

2. A summary sheet of all faculty disclosures of commercial interests (if not contained in presentation slides).
3. A credit claim form – SAMPLE ATTACHED

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

4. Completed copies of the all credit claim forms
5. A list of attendees, including email addresses for post-course evaluations
6. \$20 processing fee for each AAM **non-member** claiming CME credit. This processing fee is not applied for AASM CECs.
7. Copies of any follow-up material sent to participants (i.e. additional reading list)
8. Feedback from participants

**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 planned agenda
3. Collecting planner and faculty conflict of interests via the AASM Conflict of Interest Disclosure Site
4. Reviewing all marketing materials 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. Facilitate post-meeting evaluations and outcome surveys
8. Maintaining records for ACCME activity files

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 Board Approved \_\_\_\_\_

AASM

Signature \_\_\_\_\_