



**Illinois
State
Medical
Society**

The Illinois State Medical Society Continuing Medical Education Agreement for Joint providership which follows after this page must be completed and returned to ISMS before any consideration can be given to the review and approval of a CME planning proposal.

Please send the completed and signed form to:

**Evelyn Calhoun
Education & Accreditation Assistant
Illinois State Medical Society
20 N. Michigan Avenue, Suite 700
Chicago, IL 60602**

Or fax it to her attention at 312-782-2023.

Once the completed form has been received, it will be signed by an appropriate ISMS representative and a copy will be returned to you for your files.



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**THE ILLINOIS STATE MEDICAL SOCIETY CONTINUING
MEDICAL EDUCATION AGREEMENT FOR JOINT PROVIDERSHIP (JP)**

This agreement is entered into between the Illinois State Medical Society (hereafter referred to as ISMS) and _____, a non accredited provider of continuing medical education (hereafter referred to as NAP) for the following CME activity:

NAP agrees to the following:

1. That ISMS, as the ACCME accredited provider, has the authority to assure that the JP activity meets the requirements of the ACCME Updated Criteria for Compliance.
2. That ISMS, as the ACCME accredited provider, has the authority to designate the credit for the JP activity.
3. That ISMS, as the ACCME accredited provider, has the authority to withdraw the designation of credit at any time during the planning or implementation of the activity, including during the activity, if the activity fails to meet the requirements of the ACCME Updated Criteria for Compliance including the Standards for Commercial Support, the Standards for Enduring Materials, and/or the ISMS requirements.
4. That the NAP will complete and transmit to the ISMS the required forms and data, as requested by ISMS, in the time frames identified by ISMS, during the planning, implementation, and post activity periods.
5. That the NAP will submit all publicity material to ISMS for approval prior to it being sent to potential participants.
6. That all commercial support for the activity is subject to the approval of ISMS.
7. That all Letters of Agreement for receipt of commercial support shall be between the ISMS, as the ACCME accredited provider, and the commercial supporter.
8. In keeping with ACCME Standards for Commercial Support, ISMS can delegate the responsibility for receiving and disbursing funds to the non-accredited educational partner. In those instances, the NAP shall receive and disburse the monies according to the budget approved by ISMS and provided a post activity accounting as to how the funds were disbursed.
9. That all monies from commercial supporters shall be paid to the ISMS except when ISMS determines that it is logistically more feasible for the NAP to receive and disburse the monies. In those instances the NAP shall disburse the monies according to the budget approved by ISMS and provide a post activity accounting as to how the funds were disbursed.

10. ISMS will charge a 1% fee or a minimum of \$25 (whichever is higher) for each CME educational grant issued to ISMS on behalf of a joint provider which ISMS must process and for which ISMS must re-issue a check to the joint provider.
11. That the NAP will provide only modest meals (if a meal is provided) in conjunction with the CME activity.
12. That the NAP may include an ISMS CME staff member and an ISMS Council/Committee physician member(s) on its activity planning committee.
13. That the NAP will provide reasonable travel expenses so that either the ISMS staff member or the ISMS Council/Committee physician member can attend the joint provided educational activity to monitor implementation of the Updated Criteria for Compliance and policies.
14. That the NAP will provide a staff person at each live CME activity who will register participants and monitor the activity to ensure that the requirements of the Standards for Commercial Support are met. This NAP staff person will complete an ISMS staff evaluation form at the conclusion of each CME activity and return it to ISMS in the specified amount of time.
15. That the NAP will provide all faculty disclosure to the audience in a written format at the start of the CME activity. This faculty disclosure is to be submitted to ISMS prior to the CME activity. If it is not, ISMS reserves the right to not designate credit for the CME activity.
16. That for each accredited joint provider activity the NAP will pay to the ISMS a Joint providership fee of \$750 for the first credit, \$150 for each additional credit and a credit certificate fee of \$30 per attendee.
17. That ISMS is not responsible for any expenses related to the planning, implementation or evaluation of the NAP CME activity.

ISMS agrees to the following:

1. That ISMS, as the ACCME accredited provider, will review and provide to the NAP the advisory support necessary for the JP activity to meet the requirements of the ACCME Updated Criteria for Compliance.
2. That ISMS will provide to the NAP the forms for completion, requests for data, and the time frames for the completion of the forms for planning, implementation, and post activity evaluation/review for the JP activity.
3. That ISMS may designate an ISMS CME staff person and a Council/committee physician member(s) to serve with the activity planning committee.

4. That ISMS, as the ACCME accredited provider, will, when the requirements of the ACCME Updated Criteria for Compliance and the ISMS requirements are met, designate the activity for *AMA PRA Category 1 Credit*™.
5. That ISMS, as the ACCME accredited provider, will approve all commercial support when it is consistent with the ACCME Updated Criteria for Compliance and the requirements of the ISMS.
6. That ISMS, as the ACCME accredited provider, will enter into a Letter of Agreement with the approved commercial supporter(s) of the activity.
7. That ISMS, in accordance with the ACCME Standards for Commercial Support, will delegate the responsibility for receiving and disbursing funds to its non-accredited educational partner(s) of the JP activity, as outlined under the Joint Providership Agreement, item #8.
8. That ISMS, when sent educational grants automatically by commercial supporters for NAP JP activities, will issue an ISMS check to the NAP for which a 1% fee or a minimum of \$25 (whichever is higher) will be assessed per each educational grant issued by ISMS.

This agreement is entered into on _____ for the Illinois State Medical Society and by the undersigned. (DATE)

For the Illinois State Medical Society

For _____

Name _____

Name _____

Title _____

Title _____



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