As an accredited provider of continuing medical education, the University of Nebraska Medical Center, Center for Continuing Education (UNMC/CCE) may enter into agreements with non-accredited organizations and institutions to jointly sponsor educational activities. Examples of such organizations and institutions include other colleges and units within the University of Nebraska Medical Center, community hospitals, medical associations and specialty societies.

When agreeing to joint sponsor activities which can be designated for AMA PRA category 1 credit, UNMC/CCE assumes responsibility for assurance that the activity meets the Essentials and Guidelines for Accreditation of Sponsors of CME, ACCME Standards for Commercial Support of CME, and the AMA Ethical Opinions on Gifts to Physicians from Industry and on Ethical Issues in CME. Guidelines for joint sponsorship require the UNMC/CCE to be integrally involved in the planning, development, administration, and evaluation of the activity to assure that it meets the definition of a planned activity and accept full responsibility for the educational quality of the activity.

**AMA Definition of CME**

CME consists of educational activities that serve to maintain, develop, or increase the knowledge, skills, and professional performance and relationships a physician uses to provide services for patients, the public, or the profession. CME represents that body of knowledge and skills generally recognized and accepted by the profession as within the basic medical sciences, the discipline of clinical medicine, and the provision of health care to the public.

**Procedures for Obtaining Joint Sponsorship:**

1. The activity falls within the mission of the University Nebraska Medical Center and the mission of the Center for Continuing Education.

2. The appropriate department or unit within the College of Medicine (i.e., faculty or department directly related to the activity topic or thrust) must be involved in reviewing the needs assessment, the objectives and the topics to assure appropriate activity content and agree to sponsor.

3. A member of the Center for Continuing Education staff is to be involved in the planning and administration of the activity and will review and approve all printed documents.

4. The following information must be provided by the joint sponsor prior to the activity receiving credit:
   * Needs assessment information
   * Objectives
   * Target audience
   * Activity title, dates, location
   * Name, address and telephone number of activity chair
   * Proposed speakers/credentials and topics to be presented
   * Proposed publicity/marketing plan
   * Proposed budget
   * Method of generating funds (i.e., corporate or institutional support)
   * Documentation of involvement of College department(s) and/or faculty in the planning process
   * Proposed evaluation instrument
   * Letters of invitation to faculty (re: objectives, target audience, meetings requests, financial agreements, etc.)

5. A Letter of Agreement must be developed outlining the responsibilities of each organization and administrative fees to be assessed.
6. A member of the University of Nebraska College of Medicine faculty and a member of the staff from the Center for Continuing Education should attend/participate in the educational activity.

7. The brochure and other publicity materials must clearly state the activity is jointly sponsored by the University of Nebraska Medical Center/Center for Continuing Education. The following statement must be included in the brochure or other materials which summarize approved credit:

   (Credit Designation Statement)
   At the University of Nebraska Medical Center, Center for Continuing Education designates this educational activity for a maximum of XX category 1 credits toward the AMA Physician Recognition Award. Each physician should claim only those credits that he/she actually spent in the activity.

   (Accreditation Statement)
   At the University of Nebraska Medical Center, Center for Continuing Education is accredited by the Accreditation Council for Continuing Medical Education to sponsor continuing medical education for physicians.

   (Joint Sponsorship Statement)
   At this activity has been planned and implemented in accordance with the Essential Areas and Policies of the Accreditation Council for Continuing Medical Education through the joint sponsorship of the University of Nebraska Medical Center, Center for Continuing Education and (name of non-accredited sponsor).

8. Upon completion of the educational activity the following records/information must be submitted to the Center for Continuing Education for the permanent file:

   * Signed Letters of Agreement (by all parties involved)
   * Signed Faculty Disclosure Forms
   * Copy of brochure announcements, ads, and syllabus/handout materials
   * Summary of attendance by discipline/specialty
   * Summary of evaluation results and an evaluation by the activity chair
   * Roster of participants including name, social security number, address and degree
   (Credit statements will be mailed from UNMC/CCE)
   * Financial summary showing revenue and expenses
   * Copies of contractual agreements

Center for Continuing Education

The Center for Continuing Education is self-supporting and is required to charge an administrative fee for the services provided. This fee is based on the amount of time and effort involved in the development and implementation of the educational activity. An additional fee for recording and maintaining records of participation is usually assessed on a per name basis.

For Further Information:

Questions about these procedures may be directed to Associate Dean for Continuing Education, Center for Continuing Education (402) 559-4152. E-mail CONTED.EDU.