



CEDARS-SINAI®



JOINT PROVIDER CME ACCREDITATION PACKET

CEDARS-SINAI OFFICE OF CME

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CEDARS-SINAI

about the organization

Thank you for your interest in partnering with Cedars-Sinai to offer a jointly-provided CME activity. As one of the largest nonprofit academic medical centers in the U.S., we are committed to providing medical education to healthcare professionals and the community. We look forward to working with groups that support this mission.

This document outlines the eligibility requirements, application process, accreditation fees and documentation requirements for jointly provided activities.



CME SERVICES

about the CME application & services

We are pleased to provide the following services as the Provider:

- Assistance with the completion of the CME Planning Form
- Preparation and application submission to CME Committee
- Resolution of conflicts of interest identified in the planning process
- Access to online disclosure submission process
- Assistance identifying Cedars-Sinai topic experts
- Provision of templates for faculty and marketing communications
- Review and approval of all faculty & marketing communications
- Development of the evaluation instrument and reporting
- Development and distribution of CME certificate via the CME Portal
- Review and co-sign all grant agreements (if applicable)
- Activity posting on the Cedars-Sinai CME website and calendar
- Promotion via monthly email newsletter
- Resource for all CME inquiries and questions
- Retention of all CME records in accordance with ACCME policies

As the first step to accrediting your proposed CME activity, the completion of the electronic CME Planning Form is required. We will require information regarding course directors, planners, date/location, needs assessment, proposed faculty and agenda.



FEES

accreditation fees

Single Day Conference
\$5125

Two Day Conference
\$6125

Three Day Conference
\$7125

**Online/Enduring Internet Activity
(Commercially Supported)**
15% of Budget

**Enduring Internet Activity
(not Commercially Supported)**
Fee will be provided upon evaluation

If you are interested in providing any other type of activity, please contact cme@cshs.org to discuss possible opportunities for collaboration!

*Accreditation fee only. Overall management is the responsibility of the joint provider.
A 3% annual accreditation fee increase will be applied to 1-3 day conferences.



CHECKLIST

documentation

The following items must be submitted prior to the activity:

- CME Planning Form (must be completed online)
- Joint Provider Agreement
- Conference Services Application (If applicable)
- Budget
- Agenda/Content Outline
- Marketing/program materials
- Disclosure form for all faculty and planners
- Proof of faculty disclosure to announcement to participants
- Completed clinical content review form (if applicable)
- Letters of agreement from all grantors (if applicable)

Following items must be submitted no later than 2 weeks after the activity:

- Sign-in Sheet/Attendance List
- Evaluation Summary (if applicable)
- Final Budget

**Forms &
Templates**

Access to all forms and templates will be provided upon activity approval.



CONTACT US

If you would like to proceed with jointly providing an activity with Cedars-Sinai, please contact:

EMAIL cme@cshs.org

PHONE (310) 423-5548