

Baseline Fees for Certification of CE Credit and Administrative Services*

The following serves as the baseline fee structure for activities certified for CE credit and for administrative and management services associated with CE events. Fees are negotiated upward** based on the length and complexity of the activity. Fees are assessed by total number of accredited hours and must be fully paid prior to any new accredited activities being considered and executed.

Type of Activity (Minimum 5 months' notice required):			
<i>RSS (Regularly Scheduled Series):</i>	Standalone CME/NCPD credit fees:	Add on NCPD credit fees:	Add on SW, LPC and Marriage and Family Therapists credit fees:
Monthly (12 Live activities per year)	\$1,500.00/Fiscal Year	\$600/Fiscal Year	\$360/Fiscal Year
Weekly (52 live activities per year)	\$3,000.00/ Fiscal Year	\$1200/Fiscal Year	\$720/Fiscal Year
<i>Individual Live Activity:</i>			
Short Activities 1-2 credits	\$150 - \$300	\$50 - \$100	\$30 - \$60
Mid-Range Activities 3-7 credits	\$450 - \$1,050	\$150 - \$350	\$90 - \$210
Long Activities (Conferences, etc...)	8 hours or greater <i>please see chart below</i>		
<i>Enduring Material (Yearly Fee)</i>			
Based on number of credits		\$150**** per credit hour plus 15% administration fee	

As is required by the Accreditation Council for Continuing Medical Education (ACCME), all commercial support must be in the form of educational grants or in kind donations, and must be approved by the Office of Continuing Medical Education. For all programs, when the Office of CME directly facilitates the administration of Commercial Support Agreements and the management of educational grants a fee will be assessed. This fee is based on 15% of the total commercial support generated.

Adequate lead time is requested for full-day and multi-day events. The planning process should begin 8 - 12 months prior

Type of Activity: to the activity date to provide ample time to plan and market the event.

Standalone CME/NCPD Credit Fees	Option 1 (Managed)	Option 2 (Non- Managed)	Additional Credit(s) \$30-50 PCH
8-12	\$2,500	\$1,500	\$240-\$360 (Others); \$400-\$600 (nursing)
13-16	\$3,000	\$2,000	\$390-\$480 (others); \$650-\$800 (nursing)
17-20	\$3,500	\$2,500	\$510-\$600 (others); \$850-\$1,000 (nursing)
21+	\$4,000	\$3,000	\$630 (others); \$1,050 (nursing)

1. Departments/agencies requesting CME credit for less than 8 hours: \$1,500.00 LOA and planning form be submitted five months prior to event. Additional credits follow a breakdown of \$30-\$50 per credit hour charge. Requesting Managed option.
2. Departments/agencies requesting CME credit for less than 8 hours: \$2,500.00 LOA and planning form submitted after the five month mark. Additional credits follow a breakdown of \$30-\$50 per credit hour charge. Requesting Managed option.
3. Department/agencies requesting CME credit for less than 8 hours: \$150.00 per credit hour requested. LOA and Planning form submitted minimum of 5 months prior to the event. Additional credits follow a breakdown of \$30-\$50 per credit hour charge. Requesting non-managed option.
4. Department/agencies requesting CME Credit for less than 8 hours: \$150 per credit hour and an associated service fee of \$1,500 when LOA and planning form submitted less than 5 months prior to the event. Additional credits follow a breakdown of \$30-\$50 per credit hour charge. Event will be non-managed****.

*CME Fees subject to change

**Managed options are subject to change based on staffing availability.

*** Fees will be rounded up to the next credit hour for any activities ending between .5 and .75

****In the event that the department cannot perform all sessions agreed upon on the LOA, the entity will have a 2 month grace period to find replacements. If no replacements are found there will not be a partial reimbursement for those sessions. Carry over sessions fiscal year to fiscal year are not allowed.

*****Entities that have more than 2 enduring activities already scheduled annually will be offered \$125 a per credit hour, and no administration fee assessed.

*****Any events requested with less than 5 months lead time cannot be guaranteed.



Departments/agencies requesting logistical support for social events preceding or concluding an educational event are charged at a rate of \$200 per event. Per ACCME standards social events cannot compete with or take precedence over the educational events.

Additional Administrative Services Fee Schedule

Departments/Agencies requesting accreditation for a program being offered over multiple iterations (during a given fiscal year) and there are no changes in curriculum, fee will be based on the total hours for the program not total hours for all iterations. If multiple iterations requires extra administrative work a 15% administrative fee will be added.

The following is a list of additional administrative services that the Office of CME can provide for a fee and staffing availability.

Additional Marketing Services Mail Outs	Fee \$150	Office of CME will print labels, and handle postal services logistics of conference brochures to mail services. Departments will be responsible for fees associated with postage and printing of brochures to be mailed, as well as fee for utilizing Office of CME marketing list(s).
Marketing Lists	Fee \$50	Use of medical listings of healthcare professionals in the region for mail outs.
Logistical Management for International Travel	Fee \$250	Processing of Travel for international speakers.
Registration Support	Fee \$250	Processing of program registration, credit card/check/cash payments and Internal Purchase Funding Transfers
Assistance with seeking outside Accreditation	Fee \$100	Researching, Filling out Application, Processing Fee(s) (extensive applications taken on a case by case basis)
Small scale logistical support (Non-managed programs)	Fee \$150	Packing goodie bags, making name badges, Non-CME Abstract coordination
Institutional Logistic Fee (for non TTUHSC EP Departments)	Fee \$150	Room Booking, Facilities requests, parking logistics, A/V requests
Online Registration Set-up and Support	Fee \$150	Program Registration Webpage Set-up and hosting, etc...
Conference CE documentation collection	Fee \$150	For non-managed conferences that need assistance with distribution and collection of CE disclosures and other accreditation documentation.
Exhibitor/Vendor Payments (non TTUHSC EP groups not eligible)	Fee \$100	For processing of Exhibitor/Vendor Fees. Depositing fees to Departmental FOAP.