

Below is a set of step-by-step instructions to help guide you through the process. If you have any questions, please contact the ACOFP.

The purpose of CME Joint Providership is to assist non-accredited organizations and physicians in planning and documenting CME activities as well as ensuring compliance with the requirements of the Accreditation Council for Continuing Medical Education (ACCME) and the American Osteopathic Association (AOA). The ACCME and AOA are the organizations that accredits the American College of Osteopathic Family Physicians (ACOFP) to provide CME for allopathic and osteopathic physicians.

As an accredited provider, the ACOFP certifies education activities for AOA and *AMA PRA Category 1 Credit™*.

Step 1 (≥ 4 Months Prior to the Activity)

Contact the ACOFP to discuss your ideas/need for the event. This can be done via email, phone, or in person. Complete and submit the following items to ACOFP:

- Education Plan and Gaps Analysis
- Preliminary Activity Agenda
- Conflict of Interest Disclosure Forms from those involved in the planning
 - Any conflicts of interest must be resolved prior to the activity

Upon receipt, the above items will be reviewed by an ACOFP representative and a member of the ACOFP's CME Advisory Committee for credit approval.

Step 2 (2-4 Months Prior to the Activity)

Review, complete and submit the following items to the ACOFP:

- Joint Providership Guidelines
- Conflict of Interest Disclosure Forms from faculty/speakers/panelists
 - Any conflicts of interest must be resolved prior to the activity
- Draft Promotional Materials
- Draft Evaluation
- Proposed Budget

Upon receipt of these items, learner disclosure information and an invoice (to include application and credit fees) will also be created and sent. If you need a copy of the fee structure please contact the ACOFP.

Step 3 (1-3 Months Prior to the Activity)

Before the date of your event, the following items must be sent to the ACOFP for approval:

- Final Promotional materials
 - *Remember that the ACOFP must approve all materials before printing and distribution.*
 - Please refer to the Promotional Material Guidelines
- Final Program Schedule/Syllabus
- Final Registration Materials
- Presenter presentations (upon request)

Step 4 (After the Activity)

Within 60 days after your activity, please submit the following to the ACOFP:

- Summary Report
- Attendance Report
- Final Promotional Materials
- Final Activity Schedule
- Summary of Evaluation (Not individual forms) (To include comments and suggestions)

The ACOFP will be happy to answer any questions you may have and offer support during the planning of your activity. Contact us at support@acofp.org.

During the application process the ACOFP will communicate any additions and/or suggest changes that will support your application, enhance your activity, and assist with your documentation of the expected outcomes.