



TCEP Guidelines for Third Party Joint Sponsorship of CME

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1. Third Party contacts TCEP with idea for course. “Joint Sponsorship Questionnaire” is sent to Third Party who completes it and sends it back to TCEP.
2. TCEP Education Committee Chair determines whether a need for this course exists and that it meets the following criteria for TCEP joint sponsorship.
 - a. The course must be open to all emergency physicians at a tuition conforming to prevailing charges for CME; and
 - b. The course must pertain to the practice of emergency medicine.
 - c. In agreeing to cosponsor a program, TCEP will not incur any financial liability for the program unless so stipulated.

If the course does not meet the criteria above, a letter of rejection will be sent to the Third Party at this time. If it does meet these criteria, the process continues.

3. The course materials must be reviewed by the TCEP Executive Committee. If the Executive Committee feels that changes are necessary to meet the needs of our membership, the organization requesting joint sponsorship must be willing to implement those changes prior to implementing the course.
4. TCEP Education Committee appoints a Representative to work with Chapter Staff and Third Party developing the course.

8 MONTHS PRIOR

1. At this point, the Third Party needs to set up a conference call between the TCEP Representative, the National ACEP Representative and the Third Party to plan the course. The TCEP Representative documents this with TCEP Form TCEP1 and submits to TCEP; the National Representative documents this with Form A and submits it to National ACEP.
2. TCEP completes ACEP Form 3 and submits it to ACEP with minutes of conference call and draft Memorandum of Understanding (MOU).
3. TCEP Joint Sponsorship Application is sent to Third Party with ACEP Form 2, Memorandum of Understanding for program director’s signature (3 originals) and a Faculty Disclosure statement for the Third Party to reproduce and have the course faculty sign.
4. Third Party submits to TCEP: Joint Sponsorship Application with accompanying documents, completed ACEP Form 2 with accompanying documents, 3 original signed MOUs and \$300 check made payable to ACEP.
5. 3 original MOUs are sent to TCEP Education Committee Chair for signature. These are returned to TCEP for submittal to ACEP.

6 MONTHS PRIOR

1. Program packet is sent to TCEP Educational Committee for any input and vote for approval of joint sponsorship (Form TCEP2).

4-5 MONTHS PRIOR

1. Third Party submits to TCEP and ACEP draft prior brochure for approval. **ACEP MUST GIVE FINAL APPROVAL BEFORE BROCHURE CAN BE PRINTED.**
2. TCEP submits completed ACEP Form 2 with attachments to ACEP along with \$300 check.

COURSE OCCURS

1. TCEP Representative attends entire course, reviews participants' evaluations on-site and completes TCEP Form TCEP3 and sends to TCEP.

45 DAYS POST

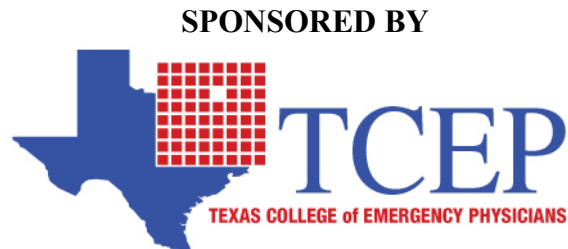
1. Third Party sends TCEP:
 - a. list of registrants with titles and addresses
 - b. two copies of final brochure
 - c. signed Disclosure Statements
 - d. summary of participants' evaluations
 - e. check for joint sponsorship fee (as outlined in MOU).

60 DAYS POST

1. TCEP submits to ACEP:
 - a. evaluation summary
 - b. course roster
 - c. TCEP3
 - d. signed disclosure statements
 - e. final brochure
 - f. Joint Sponsorship Fee (as outlined in MOU).

EACH BROCHURE MUST CONTAIN

1. Proper credit statement:
 - a. This activity has been planned and implemented in accordance with the Essentials and Standards of the Accreditation Council for Continuing Medical Education through the joint sponsorship of ACEP and the Texas College of Emergency Physicians.
 - b. The American College of Emergency Physicians is accredited by the Accreditation Council for Continuing Medical Education to sponsor continuing medical education for physicians.
 - c. The American College of Emergency Physicians designates this education activity for a maximum of __ hours in Category 1 credit towards the AMA Physician's Recognition Award. Each physician should claim only those hours of credit that he/she actually spent in the educational activity.
 - d. Approved by the American College of Emergency Physicians for ___ hours of ACEP Category 1 credit.
2. Communication of course objectives.
3. Target audience
4. TCEP logo on the front cover thus:



Texas College of Emergency Physicians

and

(name and logo of course sponsor)