

Joint Sponsorship Approval Timeline Policy

It is recommended that applications for joint sponsored accreditation be made at least two months prior to an activity to allow ample time to effectively market the activity and allow the CPE Team the time needed to process the application and all supporting documents and materials. Sponsorship applications with supporting documents and materials for any activity received less than two months prior to the activity date will be accepted at the discretion of the CPE Team.

Two Months Prior to the Activity Date

A completed joint sponsorship application including:

- Signed disclosure forms of the activity director and planning committee members
- Marketing and promotional materials
- Activity agenda
- Objectives and learning outcomes

One Month Prior to the Activity Date

- Signed disclosure forms for all other faculty
- Presentation slide decks or detailed outline of each presentation

Note: In accordance with ACCME policy, accreditation of continuing professional education activities can only be granted after a full review of required documentation and materials. Promotion of accreditation requires approval (Use of CME/CE pending on promotional materials is not allowed.)

