<Your Organization Name> is committed to presenting CME activities that promote improvements or quality in healthcare and are independent of the control of commercial interests. As part of this commitment, <Your Organization Name> has outlined in this written agreement the terms, conditions, and purposes of commercial support for its CME activities. Commercial Support is defined as monetary or in-kind contributions given by a commercial interest that is used to pay all or part of the costs of a CME activity. A commercial interest is defined as any entity whose primary business is producing, marketing, selling, re-selling, or distributing healthcare products used by or on.

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| **Title of CME Activity:**       |
| **Activity Location**:      |
| **Activity Date:**       |
| **Name of Commercial Interest:**       |
| **Amount of Educational Grant** (direct or in-kind): $      |
| **Grant will be used for the following:** |
| *Speaker Honoraria* | *Speaker Expenses*  | *Meeting Expenses* | *Other (list)* |
|       |       |       |       |

**TERMS, CONDITIONS AND PURPOSES**

**Standard 2: Prevent Commercial Bias and Marketing in Accredited Continuing Education**

1. The accredited provider must ensure that all decisions related to the planning, faculty selection, delivery, and evaluation of accredited education are made without any influence or involvement from the owners and employees of an ineligible company.
2. Accredited education must be free of marketing or sales of products or services. Faculty must not actively promote or sell products or services that serve their professional or financial interests during accredited education.
3. The accredited provider must not share the names or contact information of learners with any ineligible company or its agents without the explicit consent of the individual learner.

**Standard 4: Appropriate Management of Associated Commercial Promotion**

Decision-making and disbursement: The accredited provider must make all decisions regarding the receipt and disbursement of the commercial support.

Ineligible companies must not pay directly for any of the expenses related to the education or the learners.

The accredited provider may use commercial support to fund honoraria or travel expenses of planners, faculty, and others in control of content for those roles only.

The accredited provider must not use commercial support to pay for travel, lodging, honoraria, or personal expenses for individual learners or groups of learners in accredited education.

The accredited provider may use commercial support to defray or eliminate the cost of the education for all learners.

Agreement: The terms, conditions, and purposes of the commercial support must be documented in an agreement between the ineligible company and the accredited provider. The agreement must be executed prior to the start of the accredited education. An accredited provider can sign onto an existing agreement between an accredited provider and a commercial supporter by indicating its acceptance of the terms, conditions, and amount of commercial support it will receive.

Accountability: The accredited provider must keep a record of the amount or kind of commercial support received and how it was used, and must produce that accounting, upon request, by the accrediting body or by the ineligible company that provided the commercial support.

Disclosure to learners: The accredited provider must disclose to the learners the name(s) of the ineligible company(ies) that gave the commercial support, and the nature of the support if it was in-kind, prior to the learners engaging in the education. Disclosure must not include the ineligible companies’ corporate or product logos, trade names, or product group messages.

**Standard 5: Manage Ancillary Activities Offered in Conjunction with Accredited Continuing Education**

1. Arrangements to allow ineligible companies to market or exhibit in association with accredited education must not:

Influence any decisions related to the planning, delivery, and evaluation of the education.

Interfere with the presentation of the education.

Be a condition of the provision of financial or in-kind support from ineligible companies for the education.

1. The accredited provider must ensure that learners can easily distinguish between accredited education and other activities.

Live continuing education activities: Marketing, exhibits, and nonaccredited education developed by or with influence from an ineligible company or with planners or faculty with unmitigated financial relationships must not occur in the educational space within 30 minutes before or after an accredited education activity. Activities that are part of the event but are not accredited for continuing education must be clearly labeled and communicated as such.

Print, online, or digital continuing education activities: Learners must not be presented with marketing while engaged in the accredited education activity. Learners must be able to engage with the accredited education without having to click through, watch, listen to, or be presented with product promotion or product-specific advertisement.

Educational materials that are part of accredited education (such as slides, abstracts, handouts, evaluation mechanisms, or disclosure information) must not contain any marketing produced by or for an ineligible company, including corporate or product logos, trade names, or product group messages.

Information distributed about accredited education that does not include educational content, such as schedules and logistical information, may include marketing by or for an ineligible company.

1. Ineligible companies may not provide access to, or distribute, accredited education to learners.

**AGREED BY AUTHORIZED REPRESENTATIVES**

The following agree to abide by all requirements of the Accreditation Council for Continuing Medical Education (ACCME) *Standards for Integrity and Independence in Accredited Continuing Education*.

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| **Accredited Provider** |
| Company:       |
| Contact Person:       | Title:       |
| Email:       | Phone:       |
| Signature:  |
|  |
| **Joint Provider** |
| Company:       |
| Contact Person:       | Title:       |
| Email:       | Phone:       |
| Signature:  |
|  |
| **Commercial Interest** |
| Company:       |
| Contact Person:       | Title:       |
| Email:       | Phone:       |
| Signature:  |
|  |