

**AMA PRA Category 1 Credit for CME Activities  
University of Michigan Medical School  
Department of Medical Education**

**SUPPLEMENTAL DOCUMENTATION FORM FOR  
JOINT SPONSORSHIP WITH NON-MEDICAL SCHOOL GROUPS**

**This completed supplement should be attached to the *Application for Designation of AMA PRA Category 1 Credit* if the CME activity is also sponsored by a group in addition to the University of Michigan Medical School.**

The Accreditation Council for Continuing Medical Education states:

*ACCME expects all CME activities to be in compliance with all ACCME requirements and policies (including the Standards for Commercial Support). In cases of joint sponsorship, it is the ACCME accredited provider's responsibility to be able to demonstrate through written documentation this compliance to AAME.*

The fortuitous presence of a faculty member of the Medical School on another organization's planning committee is not adequate to designate credit. This individual or another faculty member of the Medical School should be identified to represent the Medical School in the planning and oversight process. Planners representing the Medical School should be formally designated and should check with the Department of Medical Education regarding their responsibilities **in advance** of planning the activity.

This form provides supplemental documentation to verify that the University of Michigan Medical School has met its responsibilities for assuring that the ACCME requirements were met when planning and presenting this activity.

- a. What non-Medical School organization(s) is/are jointly sponsoring the activity?

Organization(s) name: \_\_\_\_\_

Person within that organization(s) responsible for the activity:

Name \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

- b. Did the faculty member in the Medical School who is responsible for the activity (identified in Item 1.e of the application):

participate in the assessment of educational needs of the target audience before the activity was developed?

Yes       No

participate in the development of the objectives of the activity?

Yes       No

participate in the selection of speakers and content topics?

Yes       No

- c. Does the faculty member in the Medical School who is responsible for the activity know the administrative arrangements regarding the activity, including the planned and actual expenditures and their appropriateness?

Yes       No

Attach the proposed budget for the expenses of this activity. (Optional model budget available for download as a PDF file at [www.med.umich.edu/meded/ocme/credit.htm](http://www.med.umich.edu/meded/ocme/credit.htm).) **(NOTE: A draft budget must be attached or this application will not be reviewed.)**

Is the budget attached?       Yes       No

**NOTE: In addition to the draft budget required at the time of application for CME credit, a final accounting for the activity will be required to be submitted along with the *Report on a CME Activity*.**

- d. When commercial support is provided to a CME activity, the letter of agreement must be signed by the CME provider (UMMS) and the supporter, even if the support is to be received by the joint sponsor. Will the faculty member who is responsible sign the agreements on behalf of UMMS?

Yes

No (If No, what arrangements will be made to have the agreements signed by a recognized representative of UMMS? Describe: \_\_\_\_\_)

- e. Will the Medical School's name appear prominently as a joint sponsor on all promotional materials and printed programs?  Yes  No

- f. The ACCME requires that the following Accreditation/Credit Designation statements appear on all printed materials for jointly sponsored activities (see also Item 15, page 10 of the application form).

This activity has been planned and implemented in accordance with the Essential Areas and Policies of the Accreditation Council for Continuing Medical Education (ACCME) through the joint sponsorship of the University of Michigan Medical School and [insert name of non-accredited provider]. The University of Michigan Medical School is accredited by the ACCME to provide continuing medical education for physicians.

The University of Michigan Medical School designates this educational activity for a maximum of \_\_\_\_\_ *AMA PRA Category 1 Credit(s)*<sup>™</sup>. Physicians should only claim credit commensurate with the extent of their participation in the activity.

NOTE: On rare occasions, the other sponsoring organization is also accredited by ACCME, which means that the activity is "cosponsored". The wording for the accreditation statement is somewhat different for co-sponsorship. In these cases, the Department of Medical Education will specify the wording to be used for the accreditation statement after reviewing the application for credit.

- g. If the activity is audited by the Accreditation Council for Continuing Medical Education for compliance with the above requirements and adherence to policies in the application form on this supplemental form (e.g., handling of commercial funds), can the faculty member in the Medical School who is responsible for the activity produce documentation demonstrating compliance?

Yes

No