

MEDICAL SOCIETY OF THE STATE OF NEW YORK Educational Providership Agreement

PLEASE REVIEW AND RETURN SIGNED COPY WITH YOUR APPLICATION

- Step I** *Applicant must contact MSSNY's Office of Continuing Education at least three (3) months prior to the date(s) of the educational activity to schedule a planning meeting.* For information on how to develop a CME activity see the [Application Instructions](#) and [Quick Reference for planning a CME Activity](#). In addition, review the [Essential Elements](#) required for AMA PRA Category 1 credit™
- Step II** A planning meeting must be held to discuss preliminary program agenda, faculty, and budget. It is suggested that all programs should have at least 2 physicians on the planning committee.
- Step III** The completed application for AMA PRA Category 1 credits™ and all supplemental documents are submitted to the MSSNY Subcommittee on Educational Programs for review and approval or disapproval. Payment will be invoiced.
- Requirements for CME activities are the responsibility of the organization making the application.
- Step IV.** Planning and submission
- Step V.** **Implementation:** Must submit draft copies of ALL brochures and advertisements to MSSNY's CME office **for approval prior to printing.** *All printed materials must include the MSSNY Accreditation statement.*

All commercial supporters should be acknowledged as *supporters*, not sponsors, on all printed materials.

For Enduring Materials - the **videos, audio, printed materials and online CME activities** have additional requirements. See [Enduring Material policy](#).

- Step VI.** Applicant receives a written report of the Subcommittee's decision.
- Step VII.** **Evaluation:** The following materials are due in MSSNY's CME office four (4) weeks after completion of the activity or series:
- Actual attendance list of MD/DO's and non-MD/DO's including total numbers
 - MD/DO-only evaluation and faculty evaluation summary, including outcomes data
 - One copy of the syllabus and handout materials
 - A final budget report including all industry support information
 - The MSSNY monitor's evaluation form

Joint Providership Fees:

Joint Sponsorship Fee: \$1000 plus \$150 per credit

This fee is for the one-time presentation of a live activity, the production of an enduring material or internet based activity or presentation of a [regularly scheduled series](#).

Joint Sponsorship Fee: \$500 plus \$150 per credit

This fee is for each additional repeat presentation of a live activity.

Activity Review Fee: If MSSNY sends a monitor to perform an activity review, it is the Joint Sponsor's responsibility to pay the monitor's expenses. This includes, but is not limited to, registration fees and any travel expenses. An invoice with original receipts will be sent after the activity is held.

I have read and understand my responsibilities _____
Program Coordinator Date