The American College of Osteopathic Emergency Physicians (ACOEP) is accredited by both the Accreditation Council for Continuing Medical Education (ACCME) and the American Osteopathic Association (AOA) to offer continuing medical education (CME) activities. To provide joint providership with your institution, the ACOEP must ensure all ACCME/AOA Category 1A Standards are met.

ACOEP CME Mission Statement

ACOEP will offer its members and fellow healthcare professionals continuing medical education programs with an emphasis on medical updates, techniques, innovations, and general educational topics appropriate to the field of emergency medicine. The ACOEP CME Program utilizes evidence-based medicine and provides educational opportunities to increase the emergency medicine healthcare professional’s competence and performance through developing or enhancing medical knowledge and expertise, as well as becoming proficient in new approaches, techniques, and treatment of conditions in the emergency setting.

The Following standard must be met for Joint Providership AOA Category 1A or 1B Credit to be reviewed or granted:

At least 50% of the total education credits and hours must be presented by osteopathic physicians who are specialists within their field, OR 50% of the total amount of presenters must be osteopathic physicians.

The following documentation must be submitted to ACOEP and approved 30 days prior to the CME activity: (Pre-Meeting Items)

- Initial application
- Acknowledgements in program materials*
- All promotional materials (brochure, flier, handout)
- Evaluation form(s)
- Faculty Disclosure Forms for all planners and presenters
- Meeting budget
- Program agenda
- Sample CME certificate

*See informing learners on page two
Promotional Materials
All promotional materials must be reviewed and approved by ACOEP’s Education Department prior to printing and distribution to prospective attendees.

*Informing Learners
The accredited provider must inform all learners of the joint providership being provided by the ACOEP. ACOEP must be identified in the title and its logo must be included on all printed materials provided to the learner.

Fees
Application Processing Fees:
- ACCME accreditation only (CME) $300
- AOA accreditation only (DO) $300
- ACCME and AOA accreditation $500

Credits per Event Fees:
- There is a flat rate of **$50 per credit**, up to 50 credits.
- There is a flat rate of **$25 per credit** for Enduring Material up to 1 year post-event.
  Larger events will be priced separately.

Post Meeting Items
Collection and submission of the following materials must be submitted to ACOEP **60 days** post CME activity in order for ACOEP to officially grant CME credits:

- All on-site materials (program book, handouts)
- Documentation showing how the program disclosure process occurred (i.e. disclosure slide per speaker, summary slide showing all disclosures, written in program agenda)
- Final financial accounting
- Participant evaluation summary report
- *Verification of physician attendance (attendance rosters, sign-in sheets)*
  *AOA requirement only

All information should be **emailed** to:

Patricia Ferchland-Bingham
Education Director
pferchland-bingham@acoep.org

All **payments** should be sent to: (please mark as ‘payment for Joint Providership’)
American College of Osteopathic Emergency Physicians
3200 Windy Hill Rd SE, Suite 600W
Atlanta, GA 30339
Institution Name: ________________________________
Address: ______________________________________
City: __________________ State: __________________

Contact Person Name: ___________________________
Title: _________________________________________
Phone Number: _________________________________
Email Address: _________________________________

Activity Title (Name of Event/Topic): ___________________________
Location: __________________________________________
Date/Time: __________________________________________
Total Number of CME Hours Requested: ____________________

Is this a live, in-person event? Yes No

Is the Institution receiving commercial support for this CME Activity? Yes No

- **Definition of Commercial Support:** Financial or in-kind support from ineligible companies given to a CME sponsor that is used to pay all or part of the costs of a CME Activity.

- **Definition of Ineligible Company:**
  An ineligible company is any entity whose primary business is producing, marketing, selling, re-selling, or distributing healthcare products used by or on patients. Providers of clinical service directly to patients are not ineligible companies (unless the provider of clinical service is owned, or controlled by, an ineligible company)

Accredited providers that choose to accept commercial support are responsible for ensuring that the education remains independent of the ineligible company and that the support does not result in commercial bias or commercial influence in the education.

Who is the target audience for this activity?
Please complete the following section for each proposed lecture or didactic. Should you need more rows, please insert them.

<table>
<thead>
<tr>
<th>PROFESSIONAL PRACTICE GAPS</th>
<th>TOPIC &amp; SPEAKER</th>
<th>Number of hours requested</th>
<th>Learner’s current state of knowledge, skills, competence, practice or clinical/patient outcomes? (prior to lecture)</th>
<th>OBJECTIVES: (The participant should be able to)</th>
<th>TYPE OF GAP &amp; Explanation (Competence, Performance, Patient Outcomes, or Knowledge)</th>
<th>EXPECTED OUTCOME(S)</th>
<th>Please select the instructional method(s) in which this activity will utilize to achieve the learning objective(s):</th>
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<tbody>
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<td>□ Hands-on Lab □ Lectures □ Question/ Answer □ Video/ teleconference □ Other(s), specify:</td>
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2022 ACOEP Joint Providership Application
1. Please select the following sources used to identify the professional practice gap(s) underlying the need for this activity. Please provide a copy of each source. A minimum of three sources must be submitted no later than 45-days prior to the planned educational activity. **At least one source should be evidence-based.**

- The AOA Seven Core Competencies
- Board suggestions
- Clinical practice guidelines (*NIH, CDC, etc.*)
- Literature search
- Peer-reviewed scientific/clinical publications
- Planning committee meeting notes or minutes
- Evaluation data/participant suggestions from previous CME activities
- Exam performance analysis

- Expert input (identify expert(s) and qualifications):
- Government mandates/legislation
- Professional and Government Websites
- Public health, hospital and Medicare data
- Quality improvement guidelines
- Trending Topics
- Other(s) (specify)

2. a) What barriers or factors, if any, have been identified which may prevent a physician’s change in practice while planning this activity?

   **If a specific lecture has been identified, please complete this for the applicable lecture(s)**

<table>
<thead>
<tr>
<th>Financial restrictions</th>
<th>Limited time or ability to assess or counsel patients</th>
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<tr>
<td>Government Restrictions</td>
<td>Location</td>
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<td>Inadequate amount of cases</td>
<td>Patient compliance issues</td>
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<td>Insurance</td>
<td>There are no perceived barriers</td>
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<td>Lack of administrative support/ resources</td>
<td>Other(s), specify:________________________</td>
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<td>Lack of consensus on professional guidelines</td>
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b) How would the activities presented address the barriers/factors identified? (If applicable)