Joint Provider Continuing Medical Education (CME) Guidelines  
Part 1: General Requirements for CME Activities

To award AMA PRA Category 1 Credit™ for educational activities, the following documents must be turned into Medical Staff Services by their associated deadlines.

1. **CME Activity Planning Form** – This form will inform the CME Committee of the following:
   - Needs Assessment - What the existing professional practice gap is, how it was identified, and how this education plans to close the gap.
   - Educational Learning Objectives - What knowledge, skill, or competencies the learner will gain from attending the CME Activity that will assist in closing the identified professional practice gap.
   - Whether or not the CME activity is intended to change physician performance and/or patient outcomes, and how these changes will be measured.

2. **Joint Providership Fee** – Payment for the Joint Provider fee must be submitted prior to the activity start date.

3. **Proposed Budget** – This should include the projected revenue, expenses, honoraria, commercial support, registration income, etc.

4. **KAAP CME Financial Disclosure Form & Conflict Resolution Form** – The Financial Disclosure form needs to be completed by members of the planning committee, each presenter, and all other individuals contributing to the educational content. If an individual has financial relationships to disclose, he/she is required to also complete the Conflict Resolution Form. Please also include a CV for each presenter.

5. **Commercial Support/Exhibitor Agreement** – If there will be commercial support for this program, the joint provider is responsible for appropriate agreement(s) between the joint provider and the commercial supporter and responsible for keeping the educational space and content free from commercial influence.

6. **Handouts/Flyers** – (5 days prior) All materials utilized for marketing or education must to be submitted and reviewed for meeting with the ACCME Essential areas, elements, policies and standards. Please refer to the guidelines listed in Part 2 of our CME Guidelines, For Marketing CME Activities.

7. **Presentation Materials** – (2 weeks prior) Presentation slides or case lists must also be submitted and reviewed for compliance with the ACCME Essential areas, elements, policies and standards. The presenter should respect the guidelines listed in Part 3 of our CME Guidelines, For Activity Presentations.

8. **Attendance Records & Evaluations** – (2 weeks after) In order for participants to receive **AMA PRA Category 1 Credit™**, he/she must sign in and complete an evaluation form. Please include the Activity’s Title, Presenter, Date, Attendee name, designation and email on the attendance sheet. KAAP will email the evaluation link to Activity Coordinator by the day of the event. This will need to be emailed to all attendees within 2 days. Certificates will be emailed to attendees after completion of the evaluation survey.
9. **Summary of Outcomes – (6-weeks after)** A report summarizing the impact in which the activity had on its learners will be produced by KAAP.

All required documents should be sent to angela.collier@kansasaap.org. For questions please call (435) 503 0170.