The MetroHealth System  
CME Policy & Procedures

Subject  Joint Sponsorship

Date Effective  October 2004

D. Responsibility of MetroHealth CME Office
   • Attend meetings set up by the Activity Director
   • Educate both the Activity Director and Non-accredited organization with the policy and procedures of the Essential Areas and Policies from both OSMA and MetroHealth CME
   • Process the joint sponsorship application
   • Notify both Activity Director and Non-Accredited Organization of activity status
   • Review all paperwork required for the activity both pre & post activity
   • Sends invoice to non-accredited organization
   • May or may not attend the activity

E. Definition of Planned CME activities
   • An activity can be designated as an approved CME Category 1 if it meets the MetroHealth CME Mission Statement and meets all guidelines.

F. Application Time Frame
   • The MetroHealth CME Office should receive CME Jointly Application at least 4-5 months prior to activity start date.

G. Accreditation & Designation Statements
   • If the MetroHealth CME Committee approves the activity, these statements will be on confirmation letter.

H. Fees
   • Joint Sponsorship Fee  $650.00

Written  August 2004  
Reviewed  
Revised  July 18, 2006, 2/2015,12/2018
G/CME/IP & PIP & P Joint Sponsorship