Policy 3.0

Policy Name: Planning an Educational Activity

Policy
CPD will serve as a provider, co-provider or joint provider of educational activities that **do not** accept commercial support.

Procedures
1) Prior to planning a CPD educational activity, planners complete the CPD disclosure form and forward to the CPD coordinator for identification and resolution of conflicts of interest.
2) The planners will work with the CPD staff to complete the Application/Planning Form to ensure that the educational activity has been planned in compliance with ACCME Criterion, Standards for Commercial Support, UCF Industry Relations Policy and Guidelines (http://med.ucf.edu/media/2011/08/UCF-COM-Industry-Relations-Policy-and-Guidelines3-4-14.pdf) and CPD policies.
3) The application is then submitted to the CPD coordinator who reviews before emailing to the Accreditation Administrator for review. If changes are needed to the application, the course director is advised.
4) Once the Application/Planning Form is completed, it is submitted to the CPD Committee for review and decision.
5) If the educational activity is approved, the following will apply:
   A) Prior to the start date of the educational activity, the course director forwards all remaining disclosure forms of anyone in control of content to the CPD coordinator for identification and resolution of conflicts of interest using the ACCME conflict of interest/resolution flowchart.
   B) CPD must approve advertising materials prior to printing.
   C) CPD prepares the activity evaluation, outcomes survey and welcome letter for participants. The welcome letter contains the disclosures of everyone in control of content.
   D) CPD maintains participant records of attendees for six years and beyond.
   E) CPD provides verbiage and usage of the accreditation statement(s) and logo(s).
   F) CPD will provide participant credit certificates.
   G) A month or two after the date of the educational activity, co-provider or joint provider submits all documents to CPD, i.e., sign-in sheets, summary of participant evaluation (RSS) and any documents deemed necessary.
   H) Social events or meals at the activity will not compete with or take precedence over the educational activity.

A **providership activity** is planned, implemented and evaluated by the accredited provider.
A **co-providership activit**y (offered by two accredited providers) is planned by both with one accredited provider awarding the credit.
A **joint providership activity** is planned, implemented and evaluated by the accredited provider and a non-accredited entity.