

CCME Services Selection Sheet (Full Service Fees)**

Course Director Name:

CME Activity Name:

CME Activity Date:

CORE (For Category 1 Certification)*:			Select
CME Credit Fee	\$125	Per Credit	
Maintenance & Record Retention (ACCME Req.)	\$8.50	Per Registration	

JOINT SPONSORSHIP CORE (For Category 1 Certification)*:			Select
Joint Sponsorship Fee	\$4,500	Flat Rate	
Joint Sponsorship Deposit	\$1,500	Returned once all CME items are submitted by non-accredited provider	
CME Credit Fee	\$125	Per Credit	
Commercial Support Letters of Agreement	Prf Fee	Per Hour Billed on Quarter Hour	
Maintenance & Record Retention (ACCME Req.)	\$8.50	Per Registration	

* Note: One of the Core Fees is required for certification.

PREMIUM Services: \$10,000 (may only be purchased in addition to our CORE or Joint Sponsorship CORE)			Select
Includes:			

Certification process for Category 1 credit and approve designation of CME's
Operate a secure transaction site for on-line registration
Provide standardized attendance and evaluation process and forms
Evaluation of potential conflicts of dates, subjects via maintenance of master CME calendar
Assistance and education in management of documentation process for ACCME standards adherence, including
Provide on-site registration process for appropriate documentation
CCME Liaison on planning committee to assist with validation of needs assessments, objectives, and other additional
Review and approve promotional materials for compliance to ACCME for appropriate statements
Provide CCME website information of conference and appropriate links to departments
Prepare, deliver disclosure statements for inclusion in conference materials
Analyze overall conference evaluations and prepare summary report
Prepare and deliver final CME certificates to participants within two weeks post-conference
Review and approve final fiscal conference report
Perform and summarize the needs assessment
Prepare goals and objectives
Assist in preparation and monitoring of activity budget
Manage and confirm all registrations
Assist course director and planning committee in development of agenda
Design and manage all print materials (brochures and course handouts) for distribution
Manage the distribution, marketing, and advertising for conference
Develop and manage budget
On-site coordination of conference by CCME staff
Procure speaker disclosure forms and commercial support letters of agreement
Acquire and maintain mailing lists and databases of previous OSUMC CME participants for notification
Arranging meeting facility and hotel accommodations
Arrange for all catering and dinner activities
Coordinate speaker arrangements (travel, honoraria, etc.)
Prepare and share all final activity reports with course director for improvement opportunities

Note: Additional charges will include actual expenses incurred as a result of the activity. Each department is responsible for paying these actual expenses. Departments are also responsible for processing all University-related paperwork, such as honorarium requests, travel, alcohol waiver requests, etc, due to new University electronic processing system limitations.

Additional Services Available	Fee	Unit	Select
LCD/Laptop Rental	\$75/day	Per item	
Mailing Lists	\$0.13	Person	
E-mail Marketing	\$0.05	Name	
On-Line Registration with Credit Card	5%	Gross Sales	
Registration (Manual)	Prf Fee	Per Hour Billed on Quarter Hour	
Posters	Prf Fee	Per Hour Billed on Quarter Hour	
Video/Audio Taping	Requires Quote	Hour	

Professional Fee=\$56/hour
 Cost=Actual expenses associated with a budget expenditure

Revised:7/1/06
 All fees subject to change.

Please sign and date below **Date**

**Fees not applicable for special projects and/or other education communication entities. Quotes will be prepared on a case by case basis.