

CCME Services Selection Sheet (A la carte Fees)**

Course Director Name:

CME Activity Name:

CME Activity Date:

CORE (For Category 1 Certification)*:			Select
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	

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.

Service	Fee	Unit	Select
LCD/Laptop Rental	\$75/day	Per item	
Certificates	\$5.00	Person	
Educational Grant Applications	Prf Fee	Per Hour Billed on Quarter Hour	
Conference Coordination Services	Prf Fee	Per Hour Billed on Quarter Hour	
Evaluation Forms & Summary	\$150	Flat rate	
Mailing Lists	\$0.195	Name	
Marketing (Brochure Design+Prep,Plan)	Prf Fee	Per Hour Billed on Quarter Hour/ Staff Member	
E-mail Marketing	\$0.05	Name	
On-Site Registration/Conf Management	\$75	Hour (1hr increments)/Staff Member	
On-Line Registration with Credit Card	5%	Gross Sales	
Posters	Prf Fee	Per Hour Billed on Quarter Hour	
Registration (Manual)	Prf Fee	Per Hour Billed on Quarter Hour	
Postage/Return Postage	Cost	Person	
Speaker Disclosure Letters w/CME Forms	Prf Fee	Per Hour Billed on Quarter Hour	
Syllabus Preparation	Prf Fee	Per Hour Billed on Quarter Hour	
Video/Audio Taping	Requires Quote	Hour	

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.

Professional Fee=\$56/hour

Revised: 7/7/06

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.