

APA Joint Provider Program Guide

In support of improving patient care, the American Psychiatric Association is jointly accredited by the Accreditation Council for Continuing Medical Education (ACCME), the Accreditation Council for Pharmacy Education (ACPE), and the American Nurses Credentialing Center (ANCC), to provide continuing education for the healthcare team.

One of the privileges of accreditation is the ability to partner with nonaccredited organizations to jointly provide *AMA PRA Category 1 Credit™* for quality continuing medical education (CME) activities. The APA will jointly provide CME for APA District Branches (DBs), affiliated groups, and external organizations.

Organizations that can participate in the Joint Provider Program

- Other than DBs, organizations who submit programs that relate to psychiatry, neurology, and mental health.
- Activities that receive no funding from ineligible companies (*see pg. 3*)

Activity Formats

- Live Meeting/Conference - held in person on a specific day and time.
- Live Webinar - held virtually on a specific day and time.
- Enduring Course - on-demand product that attendees can view on their own time.

Apply to Join the Joint Provider Program

Complete the [online application](#), which asks about your current organizational structure and continuing education program. The application will then be reviewed and approved by the Council on Medical Education and Lifelong Learning (CMELL). Once you are approved, you will be able to begin submitting [activity applications](#) in the APA CE Management System (CEMS) for each of your CME courses.

Designate a Primary CE Liaison

Each organization is required to designate a primary point of contact (POC) that will serve as a liaison and be responsible for submitting all activity applications and participating in the planning, implementation, and evaluation of any jointly provided CME activity to ensure JA/ACCME standards are met. The POC will also be sent Joint Provider Program updates via email communications and/or webinars as needed.

Materials Needed for CEMS Activity Applications

- Activity fee (*see Joint Provider Fees on pg. 6-7*)
- Names, emails, position title, and organization of each planning committee member and faculty
- Funding Information
- Description and Learning Objectives

- Final agenda
- Practice Gaps
- Learner Needs
- Peer reviewed References
- Learning Format
- Promotional materials
- Onsite materials
- MCOI and reviewer form, if applicable (*APA Division of Education staff will notify you if needed*)
- Presentation, if applicable (*APA Division of Education staff will notify you if needed*)

Activity Application Deadlines

A. **10 weeks** prior to the activity submit the following:

- Activity fee (*see Joint Provider Fees on pg. 6-7*)
- Activity pre-application form, including credit amount (to determine activity fee, and the full name, credentials, emails, position titles, and organizations of all planning committee members. The APA will send planners a link to complete an online financial disclosure form so we can determine if anyone involved has a relevant conflict of interest (COI) that needs to be mitigated.

B. **8 weeks** prior to the activity submit the following:

- Complete activity application form, including full name, credentials, emails, position titles, and organizations of all speakers/faculty. The APA will send speakers/faculty a link to complete the online financial disclosure form to determine if anyone involved has a relevant COI that needs to be mitigated.
- Final agenda
- Marketing materials
- Onsite materials
- MCOI and reviewer form, if applicable (*APA Division of Education staff will notify you if needed*)
- Presentation, if applicable (*APA Division of Education staff will notify you if needed*)

C. **Within 60 days** after the activity, submit the following:

- Completed follow-up report
- Activity participant list (*your org must keep attendance records for 6 years*)
- Attendance numbers that breakdown by professions

Note: CME approval for your activity will take place after all the materials in steps A. and B. are submitted and approved.

Financial Disclosure and Mitigation of Conflict of Interests (MCOI) Process

Individuals who have the ability to influence and/or control the content of this accredited CME activity must disclose all financial relationships with all ineligible companies over the past 24 months.; this includes planners and faculty (presenters). The online pre-application form provides you with an

opportunity to enter all the planners and faculty with their email and affiliation. We then send each planner/faculty a link to our online disclosure form on your behalf.

¹ *Ineligible Companies are organizations that are ineligible to be accredited in the JA/ACCME System or through Joint Accreditation. Ineligible companies are those whose primary business is producing, marketing, selling, re-selling, or distributing healthcare products used by or on patients. Examples of such organizations include: advertising, marketing, or communication firms whose clients are ineligible companies; bio-medical startups that have begun a governmental regulatory approval process; compounding pharmacies that manufacture proprietary compounds; device manufacturers or distributors; diagnostic labs that sell proprietary products; growers, distributors, manufacturers or sellers of medical foods and dietary supplements; manufacturers of health-related wearable products; pharmaceutical companies or distributors; pharmacy benefit managers; and reagent manufacturers or sellers.*

After receiving the financial disclosure form and reaching a determination if reported relationships are relevant, APA Division of Education staff determine if it is a resolvable or irresolvable COI. If it is an irresolvable COI, APA staff will ask you to eliminate or replace that faculty/presenter, and ensure the new faculty have no relevant COI or follow steps to mitigate any resolvable COI.

If the COI is Resolvable:

- Presentation is reviewed by a nonconflicted reviewer to ensure it is fair, balanced, and free of commercial bias. This can be a planning committee member with no COI.
- Reviewers complete APA Content Review Form (*APA staff will send form via email*)
- If content is determined to have commercial bias, lack of fair balance, or other issues related to the clinical content validation policies, the content in question will not be allowed to be presented until it is modified to ensure it is fair-balanced and unbiased.
- Re-reviewed by the appropriate assigned reviewer.
- Reviewer is added to list of financial disclosures on onsite materials ([click here for template](#))

Note: The ACCME restricts the inclusion of owners or employees of ineligible companies in CME activities as follows:

The use of employees of ACCME-defined ineligible companies as faculty and planners or in other roles where they are in a position to control the content of accredited CME is prohibited by ACCME, except in special-use cases where employees of ACCME-defined ineligible companies can have a specific, limited role in accredited CME activities:

1. When the content of the CME activity is not related to the business lines or products of their employer.
2. When the content of the accredited CME activity is limited to basic science research (e.g., pre-clinical research, drug discovery) or the processes/methodologies of research, themselves unrelated to a specific disease or compound/drug/product.

Note: Please keep this in mind when designing your program. Please contact the APA Division of Education if you think you might have an owner or employee of an ACCME defined ineligible company as part of your program at educme@psych.org.

Commercial Support and In-Kind Support

APA will not jointly provide CME for activities when commercial support/in-kind support is sought or accepted from ineligible companies. The following funding is acceptable:

- Government grants
- Insurance companies
- Foundations and other 501c3 orgs
- Exhibitor and advertising
 - Needs to be kept separate from education
 - Notify Learners that they are leaving ed event and have choice to go to exhibitors
 - Budget not required

Note: Please contact the APA Division of Education if you are unsure about your funding source prior to starting an activity application at educme@psych.org.

Calculating CME credits

Calculate one credit for each hour of educational content. CME can be calculated by increments of .25 and breaks should not be included. For example, a session from 1:00-2:45 pm would equal 1.75 hours of CME. APA will review each agenda/online program and will make the final determination of CME credit hours for a given activity.

Concurrent Sessions

CME credit is calculated based on how much educational content one person can attend throughout the meeting. For example, if you have 3 concurrent sessions running from 1:00-3:30 an attendee will only be able to attend one track at a time and will earn 2.5 hours of CME even though you have 7.5 hours of education available.

Note: Fees for activities are based on total hours of education available, not on the total CME credit designated for the meeting. In the situation above the fee would be based on 7.5 hours of education available.

Advertising/marketing jointly provided activity for CME

No statement about CME or APA Joint Providership may be made until you receive a program approval letter from the APA.

Note: Statements such as "CME credit pending" or "CME credit in process" are prohibited.

CME Requirements for Marketing Materials

The APA Department of Accreditation and Compliance must approve all marketing materials before they are printed or published online. The APA partnership of the program (*Jointly Provided by the APA and...*) must be clearly identified on the first page of the materials. The JA/ACCME Accreditation &

Designation statement must appear on all promotional and program materials ([click here for template](#)).

CME Requirements for Onsite materials

Registrants must see the following information on any onsite material (brochure, syllabus, program book, or webpage for online activities) before they participate in an activity. A copy of your onsite material must be uploaded to your application and reviewed before an activity can be approved for CME. Templates and other resources can be found on the [Joint Provider Program webpage](#).

- JA/ACCME Accreditation Statement (with joint provider language) & AMA Designation Statement
- Faculty and planning committee disclosures
- Learning objectives
- Target audience
- Agenda, including breaks and CME credit hours available for each session (if applicable)
- Evaluation and credit claim information (*the evaluation link will be provided by the APA and should only provide after the activity takes place and is only given to those who attended and not those who registered*)

Enduring (Asynchronous) Courses

Enduring activities can be accredited for up to 3 years, given the educational content is still valid and relevant. **Please note:**

- Learners must be able to access the peer reviewed references used to develop the enduring course. Reference can be included as part of the presentation or a separate handout.
- Each year, the course will be reviewed by APA and the joint provider to determine whether the content should be updated, renewed or sunset.
- An approved live webinar course can also be approved for enduring material if it is being recorded. However, they are considered two separate activities and will need two different CEMS applications, as well as two separate activity fees.
- The fee for yearly course renewals will be 50% of the original CME fee. For example, if a CME fee is \$450 for the first year, you will be charged \$225 for each additional year the course is renewed. (*See Fee breakdown on page 7*).
- A new CEMS application needs to be submitted when activities are renewed for an additional 1–3-year accreditation period.

Learning Platform Requirements and Best Practices

APA does not require or recommend that joint providers use a specific platform, however, the selected platform must be able to capture registration/attendance data. Each joint provider must retain a list of attendance in the course for up to **6 years**.

Note: To host a course on the APA website, please contact APA directly. As a joint provider, you may host the enduring material on your own site. However, the course recording must be made available to APA, and credit claim and evaluations must also be completed in APA's LMS.

Claiming Credit and CME Certificate for Attendees

To claim credit and receive a certificate for an activity, attendees must create an APA account and complete an evaluation **within 60 days** of a meeting in APA's Learning Center (a link to your activity evaluation page will be provided). **After this date has passed no certificates will be issued.** We encourage you to send out reminders to your attendees regarding this deadline to ensure that everyone has an opportunity to receive a CME certificate.

Credit Claim for Enduring Courses

The process for claiming credits for enduring courses is the same as claiming credits for live courses. Evaluation and credit claim instructions may be sent to your attendees at the end of the enduring material and provided only to those who completed the course, not those who registered.

The evaluation claim period ends **60 days after the last day** of the enduring activity (*1-3 years from start date depending on approved accreditation period*). For example, if the start date of your enduring course is March 1, 2023, and the end date is March 1, 2026, the access code to claim credit will expire May 1, 2026. **After this date has passed no certificates will be issued.** We encourage you to send out reminders to your attendees regarding this deadline to ensure that everyone has an opportunity to receive a CME certificate.

Activity Follow-up Report

The follow-up report must be submitted in CEMS **within 60 days** after the activity or before additional applications for joint providership are submitted (if submitted in less than 60 days). You must submit a breakdown by physician/non-physicians' status. You will also need to submit a participant list with the report.

Note: *The APA must comply with all JA/ACCME standards and may suspend consideration of joint provider applications who do not comply with the above requirements.*

APA Joint Provider Program

Activity Accreditation Fees

The APA Joint Provider Program partners with nonaccredited organizations to jointly provide *AMA PRA Category 1 Credit™* for quality continuing medical education (CME) activities. The APA provides the following services and incentives for the District Branches, allied organizations and external organizations that participate in the Joint Provider Program:

- Activity application review to ensure compliance with JA/ACCME accreditation standards and annual reporting for compliance
- Activity Evaluation and Certificates Management in APA Learning Management System (LMS)
- On-going technical support to any learner that is completing an evaluation or claiming a certificate
- Marketing Incentive (coming soon): A Joint Provider Activity Calendar will be featured on the [APA Joint Provider Program Webpage](#) and highlighted in the monthly APA Education email to members. This new incentive is help Joint Providers increase registration and earn more revenue from their CME activities by reaching more APA members.

*Our fee structure includes a \$250 activity application fee to cover the administrative costs associated with maintaining the Joint Provider Program. The fee per CME credit amount for District Branches, APA Allied Organizations and External organizations will remain the same, which is reflected in the tables below.

APA Joint Provider Program CME/CE Accreditation Fees - District Branches			
Joint Provider CME Application Fee	\$250/application		
CME Credit Amount	Live Activity	Enduring Activity <i>*Enduring activities can be accredited for up to 3 years, given the educational content is still valid and relevant. Fee for 1st year below; Each additional year is 50% of initial fee.</i>	Blended Activity <i>(Live & Enduring)</i>
.25 – 1.0	\$275	\$275	\$425
1.25 – 3.75	\$275	\$550	\$700
4.0 – 5.75	\$550	\$825	\$975
6.0 – 7.75	\$550	\$1100	\$1250
8 – 11.75	\$825	\$1375	\$1525
12 – 15.75	\$1100	\$1650	\$1800
16+	<i>Contact APA</i>		

APA Joint Provider Program CME/CE Accreditation Fees – APA Allied Organizations			
Joint Provider CME Application Fee	\$250/application		
Credit Amount	Live Activity	Enduring Activity <i>*Enduring activities can be accredited for up to 3 years, given the educational content is still valid and relevant. Fee for 1st year below; Each additional year is 50% of initial fee.</i>	Blended Activity <i>(Live & Enduring)</i>
.25 – 1.0	\$550	\$550	\$825
1.25 – 3.75	\$550	\$1100	\$1375
4.0 – 5.75	\$1100	\$1650	\$1925
6.0 – 7.75	\$1100	\$2200	\$2475
8 – 11.75	\$1650	\$2750	\$3025
12 – 15.75	\$2200	\$3300	\$3575
16+	Contact APA		

APA Joint Provider Program CME/CE Accreditation Fees – External Organizations			
Joint Provider CME Application Fee	\$250/application		
Credit Amount	Live Activity	Enduring Activity <i>*Enduring activities can be accredited for up to 3 years, given the educational content is still valid and relevant. Fee for 1st year below; Each additional year is 50% of initial fee.</i>	Blended Activity <i>(Live & Enduring)</i>
.25 – 1.0	\$1100	\$1100	\$1650
1.25 – 3.75	\$1100	\$2200	\$2750
4.0 – 5.75	\$2200	\$3300	\$3850
6.0 – 7.75	\$2200	\$4400	\$4950
8 – 11.75	\$3300	\$5400	\$6050
12 – 15.75	\$4400	\$6500	\$7150
16+	Contact APA		

Questions? Please contact us at educme@psych.org for any questions about the APA Joint Provider Program.