



Below is a set of step-by-step instructions to help guide you through the process. If you have any questions please contact the MMA Continuing Medical Education (CME) department at 612-362-3755.

The purpose of CME Joint Providership is to assist non-accredited organizations and physicians in planning and documenting CME activities as well as ensuring compliance with the requirements of the Accreditation Council for Continuing Medical Education (ACCME). The ACCME is the organization that accredits the Minnesota Medical Association (MMA) to provide CME for physicians.

As an accredited provider, the MMA certifies education activities for *AMA PRA Category 1 Credit™*. For further information regarding the ACCME criteria please visit: [www.accme.org](http://www.accme.org).

## Step 1 (≥ 4 Months Prior to the Activity)

Contact the MMA CME department to discuss your ideas/need for the event. This can be done via email, phone, or in person. Complete and submit the following items to the MMA CME Department:

- Education Plan
- Preliminary Activity Agenda
- Conflict of Interest Disclosure Forms from those involved in the planning
  - Any conflicts of interest must be resolved prior to the activity

Upon receipt, the above items will be reviewed by an MMA CME representative and a member of the MMA CACME (Committee on Accreditation & Continuing Medical Education) for credit approval.

## Step 2 (2-4 Months Prior to the Activity)

Complete and submit the following items to the MMA CME Department:

- Joint Providership Agreement
- Conflict of Interest Disclosure Forms from faculty/speakers/panelists
  - Any conflicts of interest must be resolved prior to the activity
- Draft Promotional Materials
- Draft Evaluation
- Proposed Budget

Upon receipt of these items, learner disclosure information and an invoice (to include application and credit fees) will also be created and sent. If you need a copy of the fee structure please contact the CME Department.

### Step 3 (1-3 Months Prior to the Activity)

Before the date of your event, the following items must be sent to the MMA for approval:

- Final Promotional materials
  - *Remember that the MMA must approve all materials before printing and distribution.*
  - Please refer to the Promotional Material Guidelines
- Final Program Schedule/Syllabus
- Final Registration Materials
- Presenter presentations (upon request)

### Step 4 (After the Activity)

Within 60 days after your activity, please submit the following to the MMA:

- Summary Report
- Attendance Report
- Final Promotional Materials
- Final Activity Schedule
- Summary of Evaluation (Not individual forms) (To include comments and suggestions)

The MMA CME department will be happy to answer any questions you may have and offer support during the planning of your activity.

During the application process the MMA will communicate any additions and/or suggest changes that will support your application, enhance your activity, and assist with your documentation of the expected outcomes.

#### MMA CME Department Contact Information

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