



CE/CME Process

The ACCME defines joint providership as the providership of a CME activity by one or more accredited and one or more nonaccredited organizations. Therefore, jointly accredited providers like ADCES that plan and present one or more activities with non-accredited providers are engaging in “joint providership.”

Policies:

- To maintain compliance with the Accreditation Council for Continuing Medical Education Standards for Commercial Support, ADCES does not review, or co-provide continuing education activities developed by commercial entities. In addition, ADCES does not permit educational materials developed by commercial entities, such as slides and handouts, to be used in educational programs.
- ADCES does not process applications for continuing education programs that have already occurred (retro-active approval).
- At least two people must be involved in the planning an educational activity.
- ADCES follows the [ACCME Standards for Integrity and Independence](#) in Accredited Continuing Education. Please review.
- All new applicants interested in submitting an individual educational activity for approval must first complete an [Applicant Eligibility form](#).
- ***Always*** download new application materials to ensure you have the most current versions. Do not use saved file copies of this application as items may change to maintain compliance with our accrediting bodies
- ADCES will not accept partial applications. Required documents must be received **45 business days** prior to the activity’s initial date. If your activity is between 1 – 3 CE, we can accept your submission 30 business days prior to the event. **We cannot accept submissions less than 30 business days prior to the activity. Submission received less than 30 business days of the activity’s initial date will be returned.**
- All slides/handouts must be sent to ADCES at least 15 days prior to the program date. Reviewers may request to review slides before that deadline. In that case, those slides must be sent for peer review.
- Any changes in content after initial approval must be communicated to ADCES for review and approval for the content to be presented. **Any changes not sent to ADCES for will result in the termination of the joint providership agreement and CE/CME will be revoked.** For change requests, please email ceapplication@adces.org to discuss options.

The following forms are required when sending in an educational activity for continuing education credit. (Click to download forms):

1. [Planning form](#) – required for the overall activity, or one per presentation/session. We suggest following our [planning form guidelines](#) to assist with this process.
2. [Bio-COI disclosure form](#) – must be completed for everyone involved in the activity (coordinator, planners, presenters, etc.)
3. [Evaluation template](#) – Live and enduring activities
4. [Copy of disclosure to learners](#) – every activity must submit a copy of their promotional material with their application for pre-approval

The following forms are required only if they apply to your educational activity. (Click to download forms):

1. [Commercial support agreement](#) (if applicable) – Financial or in-kind contributions given by a commercial interest that are used to pay for all or part of the costs of an educational activity.

After activity materials are received, they are reviewed by ADCES staff to make sure all required information is present before going to the peer reviewers. Materials may be sent back to the activity coordinator at the discretion of ADCES staff if documents are incomplete or completed incorrectly. Once all materials have been completed correctly, ADCES staff assigns a peer review team. The review team is an interprofessional group of volunteer reviewers (nurses, pharmacists, dietitians, physicians, and PAs). The review team will have up to 2 weeks to complete their review of the activity materials.

Once the review is complete, feedback is sent to the activity coordinator through ADCES staff. You will have up to 1 week to complete any necessary edits or changes to their program.

Once these changes are made, you will send the materials back to ADCES staff, and if all requirements have been met, the activity is approved. At that time, ADCES staff will send the continuing education materials to you and the activity can take place with continuing education credits.

The CE/CME materials include the following:

1. ADCES disclosure slide
2. Summative evaluation template (to be completed by someone on your planning team)
3. CE/CME certificate (PDF and DOC)
4. CE program letters
5. Participant attendance sheet templates

Post activity materials are due to ADCES 30 days after the activity's date. These materials include:

1. Completed "sign-in" or participation sheets per discipline. In order to claim their contact hours, all pharmacists must provide their date of birth (mmdd) and NABP ePID number on the sign-in sheets.
2. Summative Activity Evaluation form - including open-ended questions.
3. Commercial Support Reconciliation Form (if applicable) – a summary of the commercial support you received.