

## RECEIVING AND DOCUMENTING COMMERCIAL SUPPORT FOR CME ACTIVITIES

Purpose: To document the terms of agreement between the educational provider and companies providing financial, or in-kind, contributions to be used to pay for all or part of the costs of presenting a CME activity.

Per the Accreditation Council on Continuing Medical Education (ACCME) standards for commercial support, if a company provides support in the form of a financial (or in-kind) contribution for a CME activity, there must be a signed written agreement between the educational provider and the company (supporter), documenting the terms, conditions, and purposes of the support. This requirement ensures that the supporting company agrees not to influence or direct the content of the CME activity, and that the educational provider will appropriately use the contributed funds for covering the costs of presenting the CME activity.

1. When a company contributes financial\*, or in-kind, support for a CME activity, the Letter of Agreement for Commercial Support must be completed and signed by a representative of both the company and the educational provider. The completed letter must be forwarded to the CME Officer at AACC.

\*Arrangements for exhibits are not considered commercial support and are managed independently of the CME activity.

2. The educational provider must directly pay/reimburse any faculty, planning committee members, and any others involved with the supported CME activity per the AACC policy and procedures on paying honoraria and reimbursing for expenses.
3. No other payments/funds may be given to the faculty, planning committee members, and/or others for their role(s) in the CME activity. Therefore, a company is prohibited from paying for any additional expenses associated with the CME activity, e.g., honoraria, registration fees, social events, etc.
4. If individuals are listed in the CME activity program as moderators or speakers, but participate in the remainder of the activity as a learner, their honoraria can be paid and their expenses reimbursed for their moderator or speaker role(s) only.
5. Funds from commercial support may not be used to pay expenses (travel, lodging, honoraria, or personal expenses) for non-faculty participants of a CME activity (with the exception of scholarships). The funds may be used, however, to cover such expenses for bona fide employees and volunteers of the educational provider.
6. The educational provider must document the receipt and expenditure of commercial support, such as through financial statements.
7. If the educational provider receives payments from a company for an event separate from the CME activity (e.g., promotional reception, exhibit space), this must be handled as a

business transaction independently of the commercial support for the CME activity. Furthermore, the educational provider is not accountable for the content of advertising that may occur in such a reception or exhibit because the information transferred in these events is not part of the CME activity.

8. The educational provider must disclose to the learners all commercial support (financial or specified in-kind services) received for a CME activity. This can be done through acknowledgments in program materials, such as brochures, activity hand-outs, signage, etc. The acknowledgment may only include the company name. Company logos and product-specific information or product-specific logos may not be displayed in the acknowledgement of commercial support.