Introduction

Thank you for your interest in partnering with the Louisiana AAP Institute for Professional Education to offer a jointly provided CME activity.

It is our mission to improve the physical, mental and social well-being of children in Louisiana by providing quality, evidence-based educational activities to pediatric healthcare professionals and physicians in order to advance competence and performance as clinicians, educators and researchers.

This document outlines the credit and activity types offered, accreditation fees and documentation requirements for jointly provided activities.
Credits & Activity Types

We are pleased to provide the following:

Credits

- AMA PRA Category 1 Credits™
- Maintenance of Certification (MOC) for the American Board of Pediatrics (ABP)
- Attendance credit

Activity Types

- **Course**: A course is a live activity where the learner participates in person. A course is planned as an individual event. Examples: annual meeting, conference, seminar.

- **Internet live course**: An internet live course is an online course available at a certain time on a certain date and is only available in real-time, just as if it were a course held in an auditorium. Once the event has taken place, learners may no longer participate in that activity. Example: webcast.

- **Regularly Scheduled Series (RSS)**: A course is identified as a regularly scheduled series (RSS) when it is designed as a series with multiple sessions that occur on an ongoing basis (offered weekly, monthly, or quarterly) and is primarily planned by and presented to the accredited organization’s professional staff. Examples of activities that are planned and presented as a Regularly Scheduled Series are Grand Rounds, Tumor Boards, and M&M Conferences.
Activity Types (continued)

- **Enduring material**: An enduring material is a printed, recorded, or computer-presented activity that may be used over time at various locations and which, in itself, constitutes a planned activity.

- **Internet enduring material activity**: An internet enduring material activity is available when the learner chooses to complete it. It is “enduring,” meaning that there is not just one time on one day to participate in it. Rather, the participant determines when he/she participates. Examples: online interactive educational module, recorded presentation, podcast.

- **Performance improvement**: Performance improvement activities are based on a learner’s participation in a project established and/or guided by a provider in which a learner identifies an educational need through a measure of his/her performance in practice, engages in educational experiences to meet the need, integrates learning into patient care and then re-evaluates his/her performance.
Fees

**ACTIVITY**

An activity can be:
- a one-time course or annual activity that happens once a year, and/or
- can be offered at various locations, but includes the same speakers, objectives and content

**ACTIVITY FEES**

Application fee $300
CME credit hours (up to 4 hours) $400
Each additional CME Credit hour $75
*If offering the same activity to include the same speakers, objectives & content within the same calendar year at different locations $100

**REGULARLY SCHEDULED SERIES (RSS)**

A regularly scheduled series (RSS) has:
- multiple sessions that occur on an ongoing basis (generally offered weekly, monthly, or quarterly),
- an overall set of objectives that guide the content of individual sessions, and
- is primarily planned by and presented to an organization’s professional staff.

**RSS FEES**

Application fee $300
Quarterly series $1500
Monthly series $2000
Weekly series $3000

**ADDITIONAL FEES:**

Late Fee (Occurs if a CME application is not received in the LA AAP office thirty (30) calendar days prior to the start of the activity. Absolutely no applications will be accepted 14 days or less prior to the start of the activity.) $250

Certificate Fee (If LA AAP staff distributes certificates to attendees) A complimentary certificate template is provided for all approved applications. $1 per certificate

**DISCOUNT**

A 10% discount is given to a non-profit with proof of 501(c) status.
Checklist and Documentation

The following items must be submitted prior to the activity:

- Accredited Continuing Education Application
- Learning objectives
- Final activity agenda (must include approved accreditation statements)
- Disclosure forms (Planning committee, speakers, moderators, staff, COI resolvers, etc.)
- Verification Requirements
- Presentations from all speakers
- Letter of Agreement (if commercial support is received)

Two weeks after the activity

- Participant List (template provided)
- List of exhibitors/sponsors

No later than 30 days after the activity

- Evaluation Summary
- Income & expense statement (if commercial support was received)
Louisiana AAP Continuing Medical Education Process

Program Title: __________________________ Joint Provider: __________________________

Activity Manager: ______________________ Speaker(s): ____________________________

Date: _____________ Series/event: ____________________________

Approval and Follow-up Process Checklist

☐ Activity Planning Committee submits activity application at least 1 month before the planned event.

Date received: ______________________

☐ LA AAP Education Department reviews application for completeness and sends to Education Committee for approval

Date completed: ______________________

☐ Speaker forms completed

☐ Activity Planning Form

☐ Speaker Information Form

☐ Speaker Disclosure

☐ LA AAP Education Committee reviews application and provides feedback if needed

Date completed: ______________________

☐ Conflict Mitigation Form Completed by LA AAP Education Department (if needed)

☐ Mitigation strategies communicated with Activity Manager and Speaker

☐ Disclosure, Accreditation, and Credit Statements provided to Activity Manager for use in activity advertising by Education Department

☐ Online evaluation created by Education Department and link shared with Activity Manager

Link: ____________________________

☐ Activity Manager provides final agenda and budget for review.

☐ Education Department confirms approval and final number of credits

☐ Activity Manager sends attendance roster to Education Department

Date received: ______________________

☐ Evaluation closes 1 month after activity

☐ Education Department processes credit and certificates

☐ Invoice for activity sent to Activity Manager

Date sent: ______________________ Payment Received: ______________________
Ready to become a partner or want more info?

Contact Julia Vanchiere
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