

Joint Providership

A Guide for the Accreditation of Continuing Education Activities

Statement of accreditation:



JOINTLY ACCREDITED PROVIDER™
INTERPROFESSIONAL CONTINUING EDUCATION

In support of improving patient care, the University of Idaho, School of Health and Medical Professions 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.



Introduction

The University of Idaho, School of Health and Medical Professions, Office of Continuing Education (from here forward referred to as the SHAMP OCE) is accredited through Joint Accreditation to provide interprofessional continuing education for healthcare teams. As part of our commitment to ensuring quality education, we offer to accredit continuing education (CE/CME) activities planned by other organizations; this is called joint providership. This document outlines the policies, processes, and requirements for jointly provided CE/CME activities.

Terms & Definitions

JOINT ACCREDITATION defines the following terms:

Eligible Companies – Organizations whose mission and function are: (1) providing clinical services directly to patients; or (2) the education of healthcare professionals; or (3) serving as fiduciary to patients, the public, or population health; and other organizations that are not otherwise ineligible.

Employees/Contractors - Individuals hired to work for another person or business (the employer) for compensation and who are subject to the employer's direction on how to perform the job.

Ineligible Companies - Those whose primary business is producing, marketing, selling, reselling, or distributing healthcare products used by or on patients. Examples include advertising, marketing, or communication firms whose clients are ineligible companies, device manufacturers or distributors, pharmaceutical companies, or distributors, etc.

Joint Providership – The planning, implementation, and evaluation of a CE/CME activity by an accredited provider and one or more nonaccredited entities.

Joint Provider – The nonaccredited entity engaged in Joint Providership. All Joint Providers must be eligible companies.

Owners – Individuals who have an ownership interest in a company, except for stockholders of publicly traded companies, or holders of shares through a pension or mutual fund.

Commercial Bias - Content in a continuing education activity that promotes or appears to promote the products, services, or business interests of an ineligible company. This includes unbalanced presentations, inappropriate use of brand names, or the selective presentation of evidence that favors a specific product or company. All accredited education must be fair, balanced, evidence-based, and free from commercial bias.

Commercial Support - Financial or in-kind assistance provided by an ineligible company.



Relevant Financial Relationships – An individual’s financial relationship with any ineligible companies, of any dollar amount and in effect within the last 24 months, must be reported to the SHAMP OCE. A *relevant* financial relationship is when the individual controls educational content that is related to the business lines or products of an ineligible company with which they have a financial relationship. An individual must disclose all financial relationships with ineligible companies to the SHAMP OCE, and then the SHAMP OCE will determine what is relevant to the activity.

Other Terms

Learning Management System (LMS) - the online platform that the School of Health and Medical Professions uses to facilitate all activities accredited by the SHAMP OCE.

SHAMP OCE and Joint Provider Specific Responsibilities

[Appendix 2](#) in this document identifies the actions required to complete the activity, and the party responsible for each action. The Joint Provider is required to meet deadlines for the responsibilities unless there is agreement by the SHAMP OCE and the Joint Provider to extend a deadline.

The SHAMP OCE will review each Activity submitted for approval and assess whether it meets CE/CME regulations. The Joint Provider shall follow the SHAMP OCE’s directions, including but not limited to editing the content of the Activity, in order to achieve compliance with Joint Accreditation standards. If, at any point, the SHAMP OCE determines in its sole discretion that the Activity or content does not meet CE/CME standards or the Joint Provider does not meet required deadlines, the SHAMP OCE may withdraw its accreditation and terminate the arrangement upon notice to the Joint Provider.

None of the following materials may be posted, printed, or otherwise deployed with any reference to CE/CME or accreditation until the SHAMP OCE has reviewed and approved the activity in writing:

- Marketing materials
- Presentations, handouts, and any other content related to the activity
- Learner assessments or evaluation tools including pre-tests and post-activity evaluations
- CE/CME certificate template

Ensure Content is Valid

Accredited providers are accountable to the public for presenting clinical content that supports safe, effective patient care. The SHAMP OCE and the Joint Provider will develop educational content that actively promotes improvements in health care and not proprietary interests of ineligible companies. The SHAMP OCE and the



Joint Provider will cooperate to ensure that patient care recommendations made during CE/CME activities are accurate, reliable, and based on scientific evidence. Clinical care recommendations must be supported by data or information accepted within the profession of medicine. The SHAMP OCE may request and review content materials to assess compliance with Joint Accreditation's content validity guidelines. The Joint Provider will abide by the SHAMP OCE's judgment on these matters and will cooperate with SHAMP OCE requests in this regard.

Please refer to Appendix 1, [Standard 1](#) for additional guidance about content validity.

Prevent Commercial Bias and Marketing in Accredited Continuing Education

Accredited providers must protect learners from commercial bias and marketing in accredited continuing education. All decisions relating to the planning, faculty selection, delivery, and evaluation of accredited continuing education must be made without any influence or involvement from the owners and employees of an ineligible company. The educational activity must be free of marketing or sales of products or services. Faculty must not promote or sell products or services that serve their professional or financial interests during the educational activity.

Please refer to Appendix 1, [Standard 2](#) for additional guidance on preventing commercial bias and marketing in accredited continuing education.

Owners and Employees of Ineligible Companies

Owners and employees of ineligible companies may not have any role where they are in a position to control the content of accredited continuing education, except in the specific situations identified by Joint Accreditation that maintain independence and serve the public interest. The SHAMP OCE, in its sole discretion, will review and determine whether the circumstances meet the special use cases. The Joint Provider will abide by the SHAMP OCE's judgment on this matter and will cooperate with SHAMP OCE requests and directions.

Please refer to Appendix 1, [Standard 3](#), item 2 for detailed guidance, including an explanation of the special use cases.

Identify and Mitigate Relevant Financial Relationships

Disclosure information must be collected from all individuals in control of the activity's content about their financial interests with ineligible companies. An individual must disclose all financial relationship(s) within the past twenty-four months. Any individual who refuses to provide disclosure information may not participate in the planning or delivery of the activity. The SHAMP OCE collects and



reviews financial disclosures through the LMS. Anyone in control of or responsible for content in the activity will be required to have an account in our system and complete a disclosure in the LMS. The SHAMP OCE will review disclosure information and determine appropriate steps. The Joint Provider will abide by the SHAMP OCE's judgment in these matters and will cooperate with SHAMP OCE directions in this regard.

Please refer to Appendix 1, [Standard 3](#) for detailed guidance regarding identification and mitigation of relevant financial relationships.

Communicate Disclosure of Relationships to Learners

The SHAMP OCE will provide guidance on displaying disclosure statements, which include the presence and/or absence of all relevant financial relationships for the activity. The Joint Provider must include these statements in writing. Learners must receive disclosure information prior to engaging with the educational content. Evidence of the disclosure to learners must be provided to the SHAMP OCE.

Appropriate Management of Commercial Support

The SHAMP OCE requires that all commercial support associated with jointly provided activities meet **minimum Joint Accreditation standards**. Joint Providers may seek and manage commercial support, provided the following requirements are met:

All commercial support must be documented in a written agreement that includes the commercial supporter, the SHAMP OCE, and the Joint Provider and/or other educational partner(s). The SHAMP OCE must be a named party to this agreement and retains the right to review and approve its terms, regardless of whether funds are provided directly to the Joint Provider. Agreements must be fully executed prior to the start of the activity and will be reviewed by the SHAMP OCE to ensure compliance with Joint Accreditation.

Decisions regarding the receipt and disbursement of commercial support must be in accordance with Joint Accreditation standards:

- Ineligible companies may not pay directly for any learner-related expenses.
- Commercial support may be used for honoraria and travel for planners, faculty, and others who control content.
- Commercial support may **not** be used to pay for travel, lodging, honoraria, or personal expenses for learners.
- Funds may be used to offset or eliminate the cost of participation for all learners.

Please refer to Appendix 1, [Standard 4](#) for additional guidance on managing commercial support.



Appropriate Management of Ancillary Activities Offered in Conjunction with Accredited Continuing Education

The Joint Provider will ensure that education is separate from marketing by ineligible companies – including advertising, sales, exhibits, and promotion – and from nonaccredited education. The Joint Provider will ensure that the selling of advertising or exhibit space is a business transaction entirely separate from the acceptance of commercial support for accredited CE/CME. Ineligible companies may not provide access to, or distribute, accredited education to learners. The Joint Provider will cooperate with SHAMP OCE's directions in this regard.

Learners must be able to easily identify the difference between accredited education and other types of activities. The SHAMP OCE will provide directions to the Joint Provider for the following situations:

- a. Live continuing education activities: Marketing, exhibits, and nonaccredited education developed by or with influence from an ineligible company or with planners or faculty with unmitigated financial relationships must not occur in the educational space within 30 minutes before or after an accredited education activity. Activities that are part of the event but are not accredited for continuing education must be clearly labeled and communicated as such.
- b. Print, online, or digital continuing education activities: Learners must not be presented with marketing while engaged in the accredited education activity. Learners must be able to engage with the accredited education without having to click through, watch, listen to, or be presented with product promotion or product-specific advertisement.
- c. Educational materials that are part of accredited education (such as slides, abstracts, handouts, evaluation mechanisms, or disclosure information) must not contain any marketing produced by or for an ineligible company, including corporate or product logos, trade names, or product group messages.

Please refer to Appendix 1, [Standard 5](#) for detailed guidance regarding advertising, sales, exhibits and promotion.

Data and Reporting Requirements

The SHAMP OCE utilizes its LMS to manage learner data, evaluations, and reporting. Joint Providers are expected to meet the following minimum requirements:

Evaluation: All evaluations must be reviewed and approved by the SHAMP OCE prior to use and must include the SHAMP OCE's **required evaluation questions**.

- These required questions are designed to assess changes in learner competence, performance, and/or patient outcomes, and must be included in every accredited activity.



- Evaluation data will be collected through the LMS.
- Joint Providers may include additional evaluation questions, as appropriate, but may not omit required SHAMP OCE questions.

Attendance and Participation: Attendance must be recorded for all accredited activities.

- For activities conducted within the LMS, attendance can be marked in the system by the Joint Provider.
- For live conferences or training courses not fully managed in the LMS, Joint Providers must submit attendance records in the required format following the activity. SHAMP OCE will upload and reconcile attendance in the LMS.

Attendance records must include, at a minimum:

- Learner first and last name

Post-Activity Reporting: The SHAMP OCE will generate a post-activity report at the conclusion of the activity.

- Reports include learner demographics, attendance, evaluation outcomes (including responses to required evaluation questions), and other required data elements.
- Reports are provided to the Joint Provider; separate reporting by the Joint Provider is not required unless otherwise specified.

Financial and Supporting Documentation: Joint Providers must submit any required financial or supporting documentation (Monetary Tracking Sheet) upon request to ensure compliance with accreditation requirements.

Record Retention: The SHAMP OCE maintains official records of activity planning, evaluations, attendance, reporting, and financial support documentation within the LMS.

- Joint Providers should retain relevant supporting documentation for their records.
- Records are maintained in accordance with accreditation requirements for a minimum of six years from the date of the activity's original release.

Other External Reporting: The SHAMP OCE is responsible for reporting learner counts to Joint Accreditation and will complete this through the their program activity reporting system.

Oversite

As a Joint Accredited provider, the SHAMP OCE, retains the right to attend and observe any CE/CME event conducted under this arrangement. This ensures



compliance with Joint Accreditation criteria, accreditation standards, and applicable guidelines.

Such attendance by the SHAMP OCE staff or representatives will be limited to an oversight capacity, and their presence will not interfere with the delivery of the educational content or the learner experience. Partners will be provided advance notice of any planned observation visits, except in cases where an unannounced visit is necessary for compliance verification purposes.

The SHAMP OCE will maintain the confidentiality of all proprietary information related to the event and will ensure that any findings or observations are used solely to uphold the standards of Joint Accreditation and to improve the quality of educational activities.

Payment for Services and Fiscal Responsibilities

The SHAMP OCE will assess a non-refundable application fee based on a published fee schedule which is payable with the Approval Notification Letter and before CE/CME approval is granted. The fee may be remitted via check or credit card.

Activity Changes and Termination

The SHAMP OCE is relying on the accuracy of the Joint Provider's representations in the CE/CME Activity Application (also known as the "Activity Facilitator") submitted for consideration for Joint Providership. Therefore, if there are any changes to the activity including but not limited to:

- Addition, deletion, or substitution of faculty;
- Addition, deletion, or substitution of content creators or reviewers;
- The time, date, and/or location of the activity;
- The content of the activity (including the title of a presentation or the whole activity);
- The agenda of the activity; or
- The questions used to evaluate the activity,

the Joint Provider must inform the SHAMP OCE of these changes, and the SHAMP OCE may choose to withdraw its accreditation and terminate immediately upon notice to the Joint Provider. If the Joint Provider does not notify the SHAMP OCE of any changes in a timely manner, the SHAMP OCE may choose to withdraw its accreditation and terminate previous approval immediately upon notice to the Joint Provider.

The initial approval letter is effective upon the signature by both parties. The approval letter remains in effect until the SHAMP OCE revises the approval letter and requests revisions to be signed by both parties.



Either party may terminate the activity with thirty days written notice to the other party at any time, with or without cause. In the event of termination, the Joint Provider will be responsible for paying the SHAMP OCE the non-refundable application fee.

Appendix 1

Standards for Integrity and Independence in Accredited Continuing Education

Standard 1: Ensure Content is Valid

Standard 1 applies to all accredited CE/CME.

1. All recommendations for patient care in accredited CE/CME must be based on current science, evidence, and clinical reasoning, while giving a fair and balanced view of diagnostic and therapeutic options.
2. All scientific research referred to, reported, or used in accredited education in support or justification of a patient care recommendation must conform to generally accepted standards of experimental design, data collection, analysis, and interpretation.
3. Although accredited CE/CME is an appropriate place to discuss, debate, and explore new and evolving topics, these areas need to be clearly identified as such within the program and individual presentations. It is the responsibility of accredited providers to facilitate engagement with these topics without advocating for, or promoting, practices that are not, or not yet, adequately based on current science, evidence, and clinical reasoning.
4. Organizations cannot be accredited if they advocate for unscientific approaches to diagnosis or therapy, or if their education promotes recommendations, treatment, or manners of practicing healthcare that are determined to have risks or dangers that outweigh the benefits or are known to be ineffective in the treatment of patients.

Standard 2 – Prevent Commercial Bias and Marketing in Accredited Continuing Education

Standard 2 applies to all accredited CE/CME.

1. The accredited provider must ensure that all decisions related to the planning, faculty selection, delivery, and evaluation of accredited education are made without any influence or involvement from the owners and employees of an ineligible company.
2. Accredited education must be free of marketing or sales of products or services. Faculty must not actively promote or sell products or services that serve their professional or financial interests during accredited education.



3. The accredited provider must not share names or contact information of learners with any ineligible company or its agents without the explicit consent of the individual learner.

Standard 3 – Identify, Mitigate, and Disclose Relevant Financial Relationships

Standard 3 applies to all accredited CE/CME. Most of these steps are generally executed by the SHAMP OCE through their LMS.

1. **Collect information:** Collect information from all planners, faculty, and others in control of educational content about all their financial relationships with ineligible companies within the prior twenty-four months. There is no minimum financial threshold; individuals must disclose all financial relationships, regardless of the amount, with ineligible companies. Individuals must disclose regardless of their view of the relevance of the relationship to the education. Disclosure must include:
 - a. The name of the ineligible company with which the person has a financial relationship.
 - b. The nature of the financial relationship. Examples of financial relationships include employee, researcher, consultant, advisor, speaker, independent contractor (including contracted research), royalties or patent beneficiary, executive role, and ownership interest. Individual stocks and stock options should be disclosed; diversified mutual funds do not need to be disclosed. Research funding from ineligible companies should be disclosed by the principal or named investigator even if that individual's institution receives the research grant and manages the funds.
2. **Exclude owners or employees of ineligible companies:** Review the information about financial relationships to identify individuals who are owners or employees of ineligible companies. These individuals must be excluded from controlling content or participating as planners or faculty in accredited education. There are three exceptions to this exclusion – employees of ineligible companies can participate as planners or faculty in these specific situations:
 - a. When the content of the activity is not related to the business lines or products of their employer/company.
 - b. When the content of the accredited activity is limited to basic science research, such as preclinical research and drug discovery, or the methodologies of research, and they do not make care recommendations.



- c. When they are participating as technicians to teach safe and proper use of medical devices, and do not recommend whether or when a device is used.
3. **Identify relevant financial relationships:** Review the information about financial relationships to determine which relationships are relevant. Financial relationships are relevant if the educational content an individual can control is related to the business lines or products of the ineligible company.
4. **Mitigate relevant financial relationships:** Take steps to prevent all those with relevant financial relationships from inserting commercial bias into content.
 - a. Mitigate relationships prior to the individuals assuming their roles. Take steps appropriate to the role of an individual. For example, steps for planners will likely be different than for faculty and would occur before planning begins.
 - b. Document the steps taken to mitigate relevant financial relationships.
5. **Disclose all relevant financial relationships to learners:** Disclosure to learners must include each of the following:
 - a. The names of the individuals with relevant financial relationships
 - b. The names of the ineligible companies with which they have relationships
 - c. The nature of the relationships
 - d. A statement that all relevant financial relationships have been mitigated.

Identify ineligible companies by their name only. Disclosure to learners must not include ineligible companies' corporate or product logos, trade names, or product group messages.

Disclose absence of relevant financial relationships. Inform learners about planners, faculty, and others in control of content (either individually or as a group) with no relevant financial relationships with ineligible companies.

Learners must receive disclosure information, in a format that can be verified at the time of accreditation, before engaging with the accredited education.

Exceptions: Accredited providers do not need to identify, mitigate, or disclose relevant financial relationships for any of the following activities:

1. Accredited education that is non-clinical, such as leadership or communication skills training.
2. Accredited education where the learner group is in control of content, such as spontaneous case conversation among peers.



3. Accredited self-directed education where the learner controls their educational goals and reports on changes that resulted, such as learning from teaching, remediation, or a personal development plan. When accredited providers serve as a source of information for the self-directed learner, they should direct learners only to resources and methods for learning that are not controlled by ineligible companies.

Standard 4 – Manage Commercial Support Appropriately

Standard 4 applies only to accredited continuing education that receives financial or in-kind support from ineligible companies. The SHAMP OCE requires that Joint Providers meet, at a minimum, the following requirements:

1. **Receipt and Disbursement:** The accredited provider, SHAMP OCE, must have visibility related to the receipt and disbursement of commercial support. You may be asked to report your receipts and disbursements.
 - a. Ineligible companies must not pay directly for any expenses related to the education or the learners.
 - b. Commercial support may be used to fund honoraria or travel expenses for planners, faculty, and others in control of content, for those roles only.
 - c. Commercial support must not be used to pay for travel, lodging, honoraria, or personal expenses for individual learners or groups of learners.
 - d. Commercial support may be used to defray or eliminate the cost of education for all learners.
2. **Agreement:** The terms, conditions, and purposes of the commercial support must be documented in a written agreement between the ineligible company and the accredited provider. The agreement must be fully executed prior to the start of the accredited education. The SHAMP OCE must be included as a party to the agreement and retains the right to review and approve the terms to ensure compliance with Joint Accreditation requirements. An accredited provider may sign onto an existing agreement by indicating acceptance of the terms, conditions, and amount of commercial support to be received.
3. **Accountability:** The accredited provider must maintain records of the amount and type of commercial support received and how those funds or resources were used. These records must be provided upon request by the accrediting body or the ineligible company.
4. **Disclosure to Learners:** The accredited provider must disclose to learners, prior to participation in the activity:
 - a. The name(s) of the ineligible Companies providing commercial support



- b. The nature of the support (monetary or in-kind, as applicable)
- c. Disclosures must not include corporate logos, product branding, trade names, or promotional messaging.
- d. Joint Providers must follow SHAMP OCE guidance regarding disclosure language and placement, and provide evidence of disclosure as part of post-activity materials.

Standard 5: Manage Ancillary Activities Offered in Conjunction with Accredited Continuing Education

Standard 5 applies only when there is marketing by ineligible companies or nonaccredited education associated with the accredited continuing education.

- 1. Arrangements to allow ineligible companies to market or exhibit in association with accreditation education must not:
 - a. Influence any decisions related to the planning, delivery, and evaluation of the education.
 - b. Interfere with the presentation of the education.
 - c. Be a condition of the provision of financial or in-kind support from ineligible companies for the education.
- 2. The accredited provider must ensure that learners can easily distinguish between accredited education and other activities.
 - a. Live continuing education activities: Marketing, exhibits, and nonaccredited education developed by or with influence from an ineligible company or with planners or faculty with unmitigated financial relationships must not occur in the educational space within 30 minutes before or after an accredited education activity. Activities that are part of the event but are not accredited for continuing education must be clearly labeled and communicated as such.
 - b. Print, online, or digital continuing education activities: Learners must not be presented with marketing while engaged in the accredited education activity. Learners must be able to engage with the accredited education without having to click through, watch, listen to, or be presented with product promotion or product-specific advertisement.
 - c. Educational materials that are part of accredited education (such as slides, abstracts, handouts, evaluation mechanisms, or disclosure information) must not contain any marketing produced by or for an ineligible company, including corporate or product logos, trade names, or product group messages.



- d. Information distributed about accredited information that does not include educational content, such as schedules and logistical information, may include marketing by or for an ineligible company.
- 3. Ineligible companies may not provide access to, or distribute, accredited education to learners.

Appendix 2

CE/CME Activity Responsibilities and Workflow

PRIOR TO THE ACTIVITY		
Task	SHAMP Office of CE	Joint Provider
Intake Meeting	Will provide a link to the Intake Form and schedule a time to meet	Fill the Intake Form out prior to scheduled meeting
Letter of Approval	Submits Joint Provider Approval Notification Letter to Joint Provider for review and signature Upon all parties signing: <ul style="list-style-type: none"> • Request invoice from SHAMP financial specialist 	Reviews, signs, and submits the letter of approval to the SHAMP OCE Upon all parties signing: <ul style="list-style-type: none"> • Submit payment indicated on invoice • If reimbursement will be made for the collection of fees, set up PaymentWorks with the University of Idaho
CE/CME Activity Facilitator	<ul style="list-style-type: none"> • Provides templates for materials including evaluation, certificate • Reviews all submitted materials. • Provides instructions for any modifications that must be made to meet requirements. 	Prepares, collects, and submits the following materials <ul style="list-style-type: none"> • Complete Activity Facilitator that includes Activity Application, Worksheet B, and Worksheet C • Faculty List • Bios/CVs/Resumes for presenters • Agenda • Evaluation • Certificate • Commercial Support Letters of Agreement, if applicable
Onboarding Faculty/Planners/Speakers (as agreed on between the SHAMP OCE and the Joint Provider)		Reaches out to planner/speakers with instruction for creating an account in the SHAMP OCE LMS
Commercial Support (if applicable)	Provides a Letter of Agreement for Joint Provider if ineligible company does not have a standard letter of agreement. Reviews and approves signed letter.	Collects and submits a signed Letter of Agreement from all ineligible companies that provide financial or in-kind commercial support.
Conflict of Interest Mitigation	Determines whether disclosed financial relationships are relevant financial relationships.	



University of Idaho

School of Health and Medical Professions
Office of Continuing Education

	<p>Determines appropriate mitigation steps for individuals with relevant financial relationships.</p> <p>Enacts mitigation steps for all individuals with mitigable relevant financial relationships.</p> <p>Determines if an individual must be excluded from planning or presenting at an activity due to an unmitigable relevant financial relationship and communicates that to the Joint Provider.</p>	
Disclosure Statements	<p>If COI is successfully mitigated, SHAMP OCE provides Joint Provider the required disclosure language for the planner or presenter.</p> <p>Provides guidance on the disclosure to learners regarding commercial support.</p> <p>Update LMS with disclosures for speakers and planners.</p>	<p>Updates materials about the presence and/or absence of relevant financial relationships.</p> <p>Updates materials about the disclosure of commercial support.</p>
Track Activity Registration	<p>Provided in weekly reports to Joint Provider once registration is opened in the LMS.</p>	
Disclosure to Learners		<p>Prior to the delivery of educational content, presents the disclosure to learners in writing regarding relevant financial relationships.</p> <p>Presents the disclosure to learners in writing regarding commercial support, as applicable.</p>
Track Activity Attendance	<p>If the Joint Provider will NOT utilize the LMS to mark learners as “attended” then the OCE will do this on the Joint Providers behalf.</p>	<p>Collects names and credentials of all individuals who participated in the activity.</p> <p>Mark as “attended” in the LMS, or return to SHAMP OCE.</p>
Evaluation, Credit and Certificates	<p>Make available in the LMS for learners to complete.</p>	<p>Provide instruction on when evaluation and credit claiming will be available to learners.</p>
POST ACTIVITY		
Evaluation, Credit, and Certificates	<p>Post-session email reminders sent from the LMS.</p>	

OFFICE OF CONTINUING EDUCATION

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Post-CE/CME Activity Materials	Reviews materials and requests additional information as needed.	Submits evidence of updated materials with disclosure to learners. Submits completed "Monetary Tracking Sheet" via email. Complete post-activity partner evaluation.
External Reporting	Adds activity to the Joint Accreditation Program and Activity Reporting System (JA PARS) and reports learners. Provides Joint Provider with summary demographic and evaluation report	
Activity Retention	Retains all activity materials and attendance records for six years.	Retains all activity materials and attendance records for six years.