



American Association of Oral and Maxillofacial Surgeons GUIDELINES AND POLICIES FOR JOINT PROVIDERSHIP OF AN EDUCATIONAL ACTIVITY

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General Information

The American Association of Oral and Maxillofacial Surgeons (AAOMS) is a recognized provider designated by the American Dental Association Continuing Education Recognition Program (ADA CERP) to provide continuing dental education. The AAOMS is also an accredited provider designated by the Accreditation Council for Continuing Medical Education (ACCME) to provide continuing medical education to physicians. As such, the AAOMS adheres to the guidelines and policies set forth by both the ADA CERP and ACCME in its development and implementation of educational activities.

Periodically, the AAOMS is required to submit re-accreditation/re-recognition applications to ADA CERP and the ACCME demonstrating, through written documentation, compliance with the guidelines, policies and standards of both organizations. In cases of joint providership, it is the responsibility of the accredited/recognized provider (AAOMS) to provide this written documentation demonstrating compliance. As a result, AAOMS requires each organization applying for joint providership of an educational activity to submit a written application and provide copies of various materials supporting the application.

In addition to compliance with ADA CERP and ACCME guidelines, policies and standards, each organization applying for joint providership of an educational activity must also comply with the AAOMS Guidelines for Developing and Implementing Joint Activities and the AAOMS Joint Providership Planning Process and Timeline.

AAOMS Guidelines for Developing and Implementing Joint Activities

Rationale for engaging in joint activities

- Develop synergistic relationships that are in the best educational, clinical and political interests of the AAOMS
- Expand and/or consolidate the key role of oral and maxillofacial surgery in other areas of dentistry and medicine
- Bring key educational elements of other specialties to the AAOMS membership in order to promote improved clinical outcomes and patient care

Required elements for engaging in joint activities

- Share educational goals with potential joint provider
- Proposed educational program is consistent with AAOMS' continuing education mission
- Member(s) of the Committee on Continuing Education and Professional Development and AAOMS staff must be involved in the planning process for the program
- Educational activity must be developed and conducted in compliance with ACCME, AMA PRA and ADA CERP guidelines and policies
- Comparable, or complementary, share resources (e.g. human resources, technological resources, advertising resources, etc.) with potential joint provider

Eligibility for joint providership

- Eligibility for joint providership shall be limited to component societies or other organizations whose primary function is education and which have established policies for conducting sound, non-commercial educational programs, or to specific entities with which the AAOMS approaches to develop an educational program meeting the required elements listed above.
- Programs by individuals, study groups or entrepreneurial organizations will not be considered for joint providership by AAOMS unless the AAOMS chooses to partner with that group to develop a program through established channels (i.e., the Committee on Continuing Education and Professional Development) and with suitable financial arrangements.

AAOMS Joint Providership Planning Process and Timeline

Following is a **sample** timeline for the development of a jointly-provided educational activity. Applications and supporting materials must be submitted at least six (6) months prior to the first date of your educational activity. **Please note:** application review times can vary and be as short as two weeks or as long as two months depending upon the timing of application submission, the type of educational activity, supporting materials submitted, etc.

<u>Months from Activity</u>	<u>Sample Timeline</u> <u>Tasks</u>
6+	Component society submits application, application fee and supporting information to AAOMS staff for review by the AAOMS Committee on Continuing Education and Professional Development (CCEPD)
5+	CCEPD reviews application and supporting materials and makes recommendation to the AAOMS Board of Trustees
4+	AAOMS Board of Trustees reviews application, supporting materials and CCEPD recommendation Letter of Agreement for joint providership sent to component society AAOMS staff coordinates with component society to review program files and coordinate appropriate documentation (speaker agreements, disclosure forms, joint providership statements, etc.)
3+	Component society submits draft copies of all program marketing materials to AAOMS staff for review prior to publication
Ongoing	Component society informs AAOMS of any changes to the approved program
0	Activity is implemented in compliance with established guidelines and according to Letter of Agreement
Post-activity	Component society provides AAOMS with final activity registration information and accounting reports Component society provides AAOMS with activity evaluation data Component society delivers continuing education credit transcripts to participants AAOMS staff reviews files to ensure complete documentation for accreditation purposes

AAOMS Joint Providership Application Review Process

1. Completed joint providership applications, including all required supporting documentation, should be received by the AAOMS Department of Continuing Education staff **at least six (6) months** prior to the start date of the proposed activity. Applications submitted to AAOMS fewer than six (6) months prior to the start date of the proposed activity may not be considered for approval.
2. AAOMS Department of Continuing Education staff will review the applications and supporting materials for completeness. If necessary, AAOMS staff will contact the applicant to request additional information.
3. Complete applications are forwarded to the AAOMS Committee on Continuing Education and Professional Development for review. The committee determines whether the proposed activity is in concert with the AAOMS continuing education mission and meets the ADA CERP's definition of continuing dental education and the ACCME's definition of continuing medical education. Following their review, one of the following decisions is returned to AAOMS staff:
 - a. Approved
 - b. Approved with modifications
 - c. Denied

"Approved" applications are forwarded to the AAOMS Board of Trustees for review with an approval recommendation from the committee. "Approved with modifications" and "Denied" applications are returned to the applicant organization with additional instruction.

4. The applicant organization is notified, in writing (via e-mail) of the AAOMS decision. Please note: e-mail is the preferred method of communication.
5. Approved applications:
 - Applicants (designated key contact person) are notified in writing of the decision
 - Applicants are provided with the appropriate continuing education provider approval statements for inclusion in ALL promotional materials for the activity
 - Applicants are provided with additional documentation which must be completed and returned along with their post-activity documentation no later than two (2) weeks following the conclusion of the activity
 - DRAFT copies of promotional materials containing the continuing education provider approval statements and clearly identifying AAOMS as the joint provider should be sent to AAOMS staff for review. AAOMS staff will notify the applicant of any alterations that need to be made prior to publication
6. Approved with modifications applications:
 - Applicants (designated key contact person) are notified in writing of the decision and the modifications required to be in compliance for joint providership
 - All required modifications must be made prior to awarding full approval for the activity
Modifications not affected will not be granted approval for joint providership
 - Following modification and satisfactory review by AAOMS staff, the application status will be changed to "Approved" and the items outlined in Item 5 "Approved applications" above will be in effect
7. Denied applications:
 - Applicants (designated key contact person) are notified in writing of the decision. An explanation of the denial will be included in the communication
 - Denied applications may reapply for joint providership, but a new application and application fee must be submitted and all deficiencies detailed in the original denial must be addressed and corrected
 - Activity applications that have been denied two (2) times may not be resubmitted a third time

AAOMS Joint Providership Policies

1. In order to be considered for joint providership, AAOMS must be contacted as near the beginning of the educational activity planning process as possible and **at least six (6) months** prior to the planned start date of the educational activity.
2. A completed Application for Joint Providership of an Educational Activity, application fee and supporting materials must be submitted to AAOMS Department of Continuing Education staff no later than six(6) months prior to the planned start date of the educational activity.
3. "Save the Date" promotional announcements may be made more than six (6) months prior to the educational activity. However, prior to receiving written application approval, **NO promotional materials may contain mention of AAOMS joint providership of the educational activity or awarding of credit.** Following approval of the application, AAOMS will provide appropriate statements for use in promotional materials. Also following application approval, all promotional materials for the educational activity must be reviewed and approved by AAOMS prior to publication.
4. Specific language provided by AAOMS, as well as the AAOMS logo, will be placed prominently on the cover of all promotional materials including the educational activity program and handout materials. Promotional materials will conform to the *Identity Standards and Basic Guidelines* established for use of the AAOMS name and logo.
5. Approved applicants will be required to comply with the ADA CERP's Recognition Standards and Procedures. Copies of this document will be provided to approved applicants and AAOMS staff will provide guidance in complying with these guidelines, standards and policies.
6. Approved applicants will be required to comply with the ACCME's Essential Areas and their Elements, the ACCME's Standards for Commercial Support and the ACCME's Accreditation Policies. Copies of these documents will be provided to approved applicants and AAOMS staff will provide guidance in complying with these guidelines, standards and policies.
7. Approved applicants will be required to submit specific documentation and information about the educational activity following completion of the activity. In most cases, this information must be submitted within two (2) weeks following the completion of the activity and prior to issuing continuing education transcripts to activity participants.
8. The AAOMS reserves the right to discontinue joint providership of an educational activity at any time if the activity is found to be non-compliant with ADA CERP and/or ACCME guidelines, standards and policies. Applicant organizations will first be notified, in writing, of non-compliance issues and afforded the opportunity to make necessary corrections. Following a period of time specified by AAOMS, if non-compliant issues are not rectified, AAOMS will notify the applicant organization in writing of the decision to discontinue the joint providership relationship.
9. AAOMS will provide approved applicants with a Letter of Agreement detailing all of the above items as well as other specific requirements and duties of both AAOMS and the applicant organization. Upon receipt of a copy of the Letter of Agreement signed by a duly authorized representative of the applicant organization, AAOMS will provide the applicant organization's key contact person with the appropriate information detailed above.