



CME Accreditation Fee

All activities certified for CME credit include the following services designed to ensure compliance with AMA/ACCME/IU/IUSM Accreditation policies and procedures:

- Ensure the activity is designed to serve, maintain, develop, or increase the knowledge, skills, and professional performance and relationships that a physician uses to provide services for patients, the public, or the profession.
- Review, assist with and approve application and planning document.
- Facilitate adherence to CME Conflict of Interest policy.
- Facilitate adherence to related IU and IUSM policies.
- Facilitate adherence to CME related rules on marketing materials.
- Evaluation management and activity feedback.
- Issue *AMA PRA Category 1 Credits™* to physicians and certify attendance for all other learners.
- Credit transcript record keeping for a minimum of 6 years.

Live Activity Accreditation Fee Calculation

Live activities including courses, conferences, and workshops, take place at a specified date, time, and location. Complete Steps 1 - 3 for a cost estimate on our services.

STEP 1: TOTAL POINTS

Component Scale	Component	0 point	1 point	2 point	3 point	4 point	8 point**	Choose Option	Points
	Target Audience	Indiana Univ.	Local	Regional	National	International			
	CME Hours		≤ 4	< 9	< 17	< 25	≤ 40		
	Presenters and Facilitators	Disclosure Waived	≤ 10	< 20	< 30	< 40	≤ 50		
	Audience Size	≤ 10	< 50	< 75	< 100	< 200	≤ 300		
	Commercial Support: <i>Education Grants and/or In-kind Donation from Industry*</i>	No			Yes*				
	Commercial Promotion: <i>Exhibitors and/or sponsorships from Industry*</i>	No			Yes*				
	Client seeking Nursing, Social Work, Pharmacy credit	No	Yes						
	MOC 2 Credit: <i>Available for ABIM, ABA, ABP</i>	No			Yes				
	Repeated Activity: <i>Same content different audience</i>	0	1 - 3	4 - 11	12 - 30	31 - 50	≤ 75		
	Less than 2 months out	No	Yes						
*As defined by ACCME Commercial Support Standard. Additional Fees may apply.								Total Points	0
*Additional fees may apply if set maximums are exceeded.								Base Accreditation Fee \$200 Per Point	\$ -

STEP 2: LIVE ACTIVITY ADDITIONAL SERVICES

Registration	Online registration	No Charge: Includes collection of learner data, custom questionnaire, and reports.			
	Registration Payment	Credit card transaction fee will be passed on to you. No additional charge for processing and refunds. Onsite walk-in registration fee collection. Does not include travel.			
	Processing	Credit Card Fee Amount Total	x 1.9% of total fees		\$ -
		Number of Credit Card Transactions	x \$.30 per transaction		\$ -
					Sub-Total

Logistical Arrangements	Total Event Management Fee		\$1500 Plus Costs: Includes ala carte services with one staff member for day of logistics for a one day activity. Does not include travel and onsite registration support. Additional fees may apply for more complex and/or multiple day activity.		\$	-
	Ala Carte Services Plus Cost of Items					
	Venue: Selection + Contract Coordination		\$150		\$	-
	Speaker Lodging Procurement w/ IU Affiliated Hotel		\$50 per speaker		\$	-
	Audio Visual: Selection + Contract Coordination		\$150		\$	-
	Catering: Selection + Contract Coordination		\$150		\$	-
	Course Material Collection + Print		\$100		\$	-
	Course Material Collection Online Posting (Materials via Box.com)		\$50		\$	-
	Onsite and Day of the Activity					
	Walk-in Registration Fee Collection (2 hr. max) Does not include travel.				Included	
	Registration Processing + Meeting Logistics (per staff member)		1/2 day=\$200		\$	-
			Full day=\$400		\$	-
				Sub-Total	\$	-

IUSM CME Calendar Listing	Included
Indianapolis Medical Society Listing	Included

Marketing	QR Code Creation		Included		
	Save the Date Creation + Design	\$250		\$ -	
	Save the Date Distribution Management (Mail/ Email)	\$100 Plus Costs		\$ -	
	Brochure Creation + Design	\$500		\$ -	
	Brochure Distribution Management (Mail/ Email)	\$100 Plus Costs		\$ -	
	SWAG Procurement	\$100 Plus Costs		\$ -	
	Securing Free Contact Lists (IUH, Alumni, Society)		Included		
	3rd Party Mailing House Listing Procurement	\$200 Plus Costs		\$ -	
			Sub-Total	\$ -	
Technology	Audience Response System Procurement + Facilitation		\$100 Plus Costs	\$ -	
	Video Streaming + Recording Facilitation		\$100 Plus Costs	\$ -	
	Advanced Website Creation		Price Determined Per Project		
	Advanced Tech Support Other		Price Determined Per Project		
				Sub-Total	\$ -
Financial Processing	*IU/IUH Activities Only				
	Total Financial Processing Fee	\$500 Plus Costs (Includes all ala carte)		\$ -	
	Honorarium Processing + Payment	\$50 per speaker	\$ -		
	Speaker Travel/ Meal Reimbursement	\$50 per speaker	\$ -		
	Faculty Meal Reimbursement	Department Responsibility			
				Sub-Total	\$ -
Additional Commercial Support	Commercial Support: 20% of total secured amount from industry Education Grants including In-kind Donation will be applied.		Total amount secured from industry	\$ -	
	Commercial Promotion: 20% of total secured amount from industry exhibitors and/or sponsorships will be applied.		Total amount secured from industry	\$ -	
				Sub-Total	\$ -

TRAVEL EXPENSE Calculation (hide when sub-total is calculated!)

Other	Mileage	Rate per mile: \$ 0.54	\$ -	
	Airfare		\$ -	
	Parking		\$ -	
	Per Diem	Daily rate: \$ 40.00	\$ -	
	Other	Describe other	\$ -	
			Sub-Total	\$ -
	CME Staff Travel Expenses	travel needs.	\$ -	
	CME assist w/ seeking additional non-physician health professional CE.	Price determined by project	\$ -	
			Sub-Total	\$ -

STEP 3: TOTAL FEE ESTIMATE

Note: This is a cost estimate agreed upon by the client and IUSM CME.

Base Accreditation fee	\$ -
Additional Services	
Registration	\$ -
Logistical Arrangements	\$ -
Marketing	\$ -
Technology	\$ -
Financial Processing	\$ -
Commercial Support/Promotion	\$ -
20% of total secured funds	\$ -
Other	\$ -
Total Estimate	\$ -
Discount	
Final Total	\$ -

By signing below, I understand that my department/organization is responsible for reimbursing or paying IUSM CME for any deficit incurred. Any overages will be returned to department/organization after closeout process is completed by IUSM CME within 90 days or less.

Check if you are an IU entity: ☐

Company Name

Street Address

City/State/Zip

Course Director	Date
Title/Entity	

Cancellation Policy: If you revoke or withdraw interest in CME accreditation of an approved activity less than 30 days of your scheduled activity date, a cancelation fee will may be charged. The cancelation fee amount will be based on 50% of the CME base accreditation fee quoted on the original cost estimate. Cancelations should be made via email or phone to your assigned Activity Coordinator.