

# **CMS Joint Sponsorship Fee Schedule 2003-2004**

## **Application Fees:**

*The Chicago Medical Society has instituted the following fees to better support our educational mission. The application fee must be submitted with the complete CME application.*

## **Branches and Managed Societies:**

4.5 hours or less--\$115

5.0 or more hours--\$115 per hour

## **Affiliated Societies:**

\$115 per hour--\$200 minimum

## **Other:**

\$115 per hour--\$500 minimum

## **Non-member charge**

All groups (except CMS Branches) will be charged **\$2.50 per non-Chicago Medical Society member** attending the activity. This charge will be calculated after the activity and the joint sponsor will be invoiced. **CME certificates will be processed after payment is received.**

## **Evaluation Summary Processing Fee**

The Chicago Medical Society asks that the evaluation forms completed by the attendees at a CME activity be summarized by the joint sponsoring organization. This summary must include a schematic of the ratings for an event, as well as a print out of the attendee's comments. A template for these summaries is found in this packet. To receive a Word copy of the template, call the Chicago Medical Society's Education Department at (312) 670-2550 ext. 340. A fee of \$75 will be assessed (\$150 for events with 75 or more attendees) to every event for which this summary is not completed. **CME certificates cannot be processed until the fee is received.**

### **Waiver of fees**

Part of the mission and original stated purpose of the Chicago Medical Society is to provide educational opportunities for its members and physicians in the metropolitan area. It is not the intent of the Society to deny any physician access to affordable educational opportunities. Therefore, a consideration of waiving the regular fee for jointly sponsoring organizations will be made if all of the following criteria can be met:

- Documented financial constraints by the applying group
- No commercial support
- Expected attendance less than 30
- Educational activity 3 hours or less
- Local program

In order to be considered for a fee waiver, the organization must submit its application and letter requesting waiver at least 90 days prior to the applicant activity. CMS reserves the right to assess a nominal certificate-processing fee of \$2.00 per attendee for any activity approved under a fee waiver. The joint sponsoring organization will be invoiced for the certificate charge.

### **Refunds**

If for any reason the application is denied by the CME Subcommittee on Joint Sponsorships, the fee will be refunded, less a \$50 processing fee.