

# ***Continuing Education for Affiliate and Institutional Meeting Planners***

## **FREQUENTLY ASKED QUESTIONS**

### **Application Process**

#### **When is the application due?**

The *Handbook and Application for Program Planners* (revised in October 2010) is divided into five parts:

**Part I:** Program Planning Information (Due 120 days prior to activity)

**Part II:** Program Content Information (Due 90 days prior to activity) (*Note: a \$250 late fee will be applied for this part of the application*)

**Part III:** Evaluation Methods and Materials, Certificates, and Financial Resources (Due 60 days prior to activity)

**Part IV:** Draft of Final Program and Additional Information (Due 30 days prior to activity or prior to printing program, whichever is earliest) (*Note: a \$100 late fee will be applied for this part of the application*)

**Part V:** Post-Activity Report (Due 6 weeks after activity)

Contact Susan Ainsworth at the ACHA office as soon as you have made the decision to apply for credit.

#### **How long does it take to get approval?**

Part II of the application (due 90 days prior to your activity) is the program content portion, which is reviewed by our CE Subcommittees. This process takes about one month. Following the CE Subcommittee review, you will be approved for credit. So if you are on time with your application, you will have credit information two months before your meeting. If this part of the application is incomplete, extra time might be needed for review. Other parts of the application are reviewed by ACHA staff and take approximately one week each.

#### **What is “approved with recommendations”?**

Approved with recommendations means that one or more of the CE reviewers has a concern about the session that needs to be addressed before credit is assigned. You will be provided with specific information about the concern.

### **Can I announce that I have requested CE before I receive the approval letter from ACHA?**

Yes, but the wording will vary depending on the type of CE you have requested. Refer to the *Handbook and Application for Program Planners* for the exact statements you can use.

## **Conflict of Interest and Disclosure**

### **Is an electronic signature accepted on the Presenter and Program Planner disclosure forms?**

Yes, the forms contained in the *Handbook and Application for Program Planners* have the appropriate language needed for us to accept electronic signatures.

### **Why do I have to disclose speaker affiliations with commercial organizations?**

ACHA is held to strict guidelines by the accrediting bodies that allow us to offer credit. They require that meeting attendees are made aware of all potential or actual conflict of interests with speakers and program planners. If an affiliate or institutional member fails to appropriately disclose this information, ACHA is held accountable and our accreditation status will suffer.

### **How do I know what I need to disclose?**

The *Handbook and Application for Program Planners* provides guidance for this. If you are unsure about what to disclose or how to best disclose it, contact Susan Ainsworth at the ACHA national office.

### **Why do I have to list meeting sponsors in the Final Program or onsite meeting materials?**

ACHA is held to strict guidelines by the accrediting bodies that allow us to offer credit. They require that meeting attendees are made aware of all commercial support provided for the meeting. You must list the commercial supporter and specify the nature of the support (i.e., tote bags, reception, luncheon) in the Final Program. If an affiliate or institutional member fails to appropriately disclose this information, ACHA is held accountable and our accreditation status will suffer.

### **Can a commercial organization sponsor a speaker?**

We strongly discourage you from allowing commercial support (honoraria or reimbursement of expenses) for speakers. ACHA has adopted a policy prohibiting commercial support for speakers. While we have not adopted the same policy for affiliates and institutional members, we encourage you to consider it for your meeting.

## **Questions?**

Contact Susan Ainsworth at the ACHA National Office at (410) 859-1500, ext. 222, [sainsworth@acha.org](mailto:sainsworth@acha.org), if you have further questions about continuing education.