

To: CME Providers of AAFP Credit
From: AAFP CME Accreditation Department
Subject: Policy on Honoraria

The following page is a sample template for CME providers to use when creating their policy on honoraria. A policy will be required by May 2005 to meet ACCME Standards for Commercial Support requirements. This template is based on the AAFP's policy.

This template should be edited to meet the CME provider's own policy. AAFP encourages CME providers to meet with their own education committee and/or advisory board when creating their policy. If the CME provider is audited by AAFP for a CME activity that takes place after May 2005, the CME provider will be required to submit their policy on honoraria to AAFP to be found compliant.

CME Provider Policy on Honoraria

It is the policy of the **CME provider** that payment of reasonable honoraria and reimbursement of reasonable out-of-pocket expenses for faculty and others who contribute to CME development and delivery are customary and proper. The amount of the honorarium and details about allowable expenses should be specified in an agreement or in correspondence with the individual who will receive the honorarium and reimbursement as a part of the invitation/confirmation process. Individuals who provide services for **CME provider**-produced continuing medical education activities may not receive payments from any other sources for their service.

CME provider allows a range of honoraria to be offered to or negotiated with speakers, authors, reviewers, and editors. Ranges and negotiations must not be dependent on whether there is external funding for the activity. **CME provider** recognizes that there may be varying levels of honoraria depending on the type of activity, the number of faculty, credentials, etc. Exceptions to established honoraria ranges may be made when extraordinary circumstances warrant additional remuneration, e.g., rush jobs, requests for additional copy/pieces/supporting materials not a part of the original agreement, rewrites due to new developments in the field, etc. Exceptions will not be influenced by external funding availability. Should such an exception be made, the reason will be documented in the activity file, and approved by the manager who supervises the budget of the activity.

Honorarium Procedures

1. **CME provider** invites an individual to serve in an educational activity in a specific role/capacity. The honorarium and reimbursement criteria for that kind of activity are offered as a part of the invitation.
2. The individual returns his/her service agreement, indicating acceptance of the honorarium and reimbursement terms.
3. If the honorarium exceeds the customary range, documentation explaining the reason for the exception will be placed in the CME accreditation file.