

2021 AAFP FMX Prescribed Credit Guidelines

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AAFP CME Credit Application Procedures

CME providers of Satellite CME events who are approved to hold an event must apply for AAFP Prescribed credit and successfully complete the [AAFP Credit System application review process](#). A simple pathway application for CME credit must be submitted via the online [CME Provider Dashboard](#). The CME application review process can take up to 20 business days, and CME providers hosting satellites must be approved for AAFP Prescribed credit prior to the satellite taking place. The CME application review fee is separate from the administrative fee. Questions about the AAFP CME credit application process may be directed to the Credit Systems and Compliance Department at (800) 274-2237, or by email at cmecredit@aafp.org.

If the program content or title originally described on the application to hold a satellite event is different from the program content submitted on the AAFP CME credit application form, the AAFP reserves the right to deny the application for credit and the application to hold a satellite event. To be eligible for AAFP Prescribed credit, an AAFP active or life member must be involved to ensure the relevance of content to family medicine.

The AAFP active or life member can be involved in one of three ways:

- CME director
- Served on the planning committee
- Reviewed activity for content relevant to family practice and, if necessary, had an opportunity to change content

Commercial Support Guidelines

Commercial support can contribute significantly to the quality and accessibility of CME activities. The AAFP requires that CME providers whose activities are certified for AAFP CME credit must comply fully with the [ACCME Standards for Commercial Support](http://www.accme.org) (www.accme.org). The ACCME approved the Standards in 1992 and the AAFP adopted the original Standards as its own policy in 1993 and adopted the 2004 and 2020 updated Standards for current activities. It is the AAFP's position that the CME provider must assure that the purpose of any CME activity it produces is designed primarily to enhance the physician's ability to care for patients without advancing any proprietary interests of a commercial supporter. The CME provider must demonstrate appropriate behaviors in planning, designing, implementing, identifying, and resolving conflicts of interest and evaluating CME activities. This includes, but is not limited to, the provisions of the Standards in their entirety. CME providers are responsible for assuring that all educational partners (activity organizers and commercial supporters) are knowledgeable about the guidelines and are committed to full compliance in their roles as well.

Absence of Commercial Bias

The CME provider must assure that the CME activity is free from commercial bias for or against any product. [Standard 5.1]

Provider Independence and Control

The CME provider is responsible for the content, quality, and scientific integrity of the CME activity.

[Standard 1.1] The CME provider is responsible for the design and production of the CME activity.

Commercial supporters shall not control the planning, content, or execution of the activity. [Standard 1.2]

The CME provider may request information and assistance from commercial supporters if this does not result in advancing their specific proprietary interests. Accepting advice or services from commercial supporters may not be among the conditions of providing support for the activity. [Standard 3.2]

Balance

CME activities must offer a balanced view of therapeutic options. Faculty use of generic names will contribute to this impartiality. If trade names are used, those of several companies should be used rather than only that of a single company. [Standard 5.2] It is recommended that the provider include an index of all generic drugs in a class and their commercial names as a handout and helpful tool for participants. Educational materials may not contain any advertising, corporate logo, trade names or a product group message of ACCME-defined commercial interest. [Standard 4.3]

No Commercial Materials/Sales Activities During Educational Activities

Commercial materials may not be displayed or distributed in the same room immediately before, during, or immediately after the CME activity. Representatives of commercial supporters may attend an educational activity but may not engage in sales activities while in the room where the activity takes place. [Standard 4.2]

Management of Funds from Commercial Sources (Letter of Agreement)

Funds from a commercial source should be in the form of an educational grant made payable to the CME provider for the support of programming. The terms, conditions, and purposes of such grants must be documented by a signed agreement between the commercial supporter and the CME provider. [Standard 3.4] No other funds from a commercial source shall be paid to the director of the activity, faculty, or others involved with the supported activity. [Standard 3.9] The CME provider may delegate the responsibility for receiving and disbursing funds from educational grants to an educational partner. However, the letter of agreement regarding the grant must be between the CME provider and the commercial supporter. The CME provider must maintain and be able to produce as documentation a full accounting of funds. [Standard 3.13]

Acknowledgment of Commercial Support

All commercial support must be acknowledged in activity announcements and brochures, but with no reference to specific products. [Standards 6.3, 6.4]

Commercially Supported Social Events

Commercially supported social events at CME activities may not compete with, nor take precedence over the educational event. [Standard 3.11] The AAFP requires that Satellite CME Events limit social events to food and beverage service with taped or recorded background music. To maintain the focus of education and research being presented, entertainment, live or otherwise, or performers may not be offered before, during or after the educational event.

Disclosure of Faculty and Provider Relationships

Faculty and CME providers (staff, planning committee, etc.) must disclose to learners, prior to the educational activity, any financial relationships relevant to the activity which exist between anyone who has control over the content of the CME activity and any commercial interests. If no relevant relationships exist, the learner must be so informed. [Standards 6.1, 6.2, 6.5]

Resolving Conflicts of Interest

Providers must have a process for identifying and resolving all conflicts of interest prior to the educational activity being delivered to the learners which includes disqualification from participation for any individual who refuses to disclose relevant financial relationships or who has a conflict of interest that cannot be resolved. [Standards 2.2, 2.3]

Faculty Selection

The CME provider is responsible for selecting and confirming faculty, and for communicating the requirement that faculty comply with the ACCME Standards, the AMA CEJA Ethical Opinion on Gifts to Physicians from Industry, and all AAFP CME guidelines.

It is the provider's responsibility to provide these guidelines to faculty with a cover letter communicating that the AAFP will monitor the CME activity to assess compliance. The letter/email must inform faculty that the AAFP reserves the right to restrict faculty from participating in future Satellite events held in conjunction with the AAFP Family Medicine Experience (e.g., if they are involved in one or more events where infractions, such as commercial bias or failure to present a balanced view of therapeutic options, are cited and a trend is apparent, or if a single infraction is particularly offensive).

Contact the AAFP Credit System at (800) 274-2237, or by email at <mailto:cmecredit@aaafp.org> for AAFP compliance criteria and monitoring procedures.

Key Society Leaders

Societies will not permit Key Society Leaders to participate in Satellite CME Symposia as faculty members, presenters, chairs, consultants, or in any other role besides that of an attendee who receives no honoraria or reimbursement. [CMSS Code 5.2.5.]

Unlabeled Uses of Products

When an unlabeled use of a commercial product or an investigational use not yet approved for any purpose is discussed during an educational activity, the CME provider must require faculty to disclose that the product is not labeled for the use under discussion or that the product is still investigational.

Compliance Policy

To protect the integrity and the quality of Satellite symposia and to ensure a successful outcome for all involved parties, the AAFP requires each satellite CME symposium provider to agree that they, their employees, facilitator(s) (if applicable), activity organizers, and supporters observe all applicable [AAFP eligibility requirements](#), ACCME Standards for Commercial Support, and [AMA guidelines](#) (www.ama-assn.org). Additionally, the AAFP reserves the right and discretion to restrict and/or dismiss at any time any event which it deems undesirable, in poor taste, or offensive to attendees. CME providers are encouraged to review these guidelines with staff to ensure compliance. The CME provider of the satellite CME symposium is held responsible for the event. Events may be monitored for compliance and will be found non-compliant for, including, but not limited to, the following situations:

Presenting content that is commercially biased, imbalanced, or scientifically unsound.

Failure to make appropriate written disclosures of relationships to participants prior to beginning the activity.

- Failure to make appropriate written disclosures for commercial support for the activity.

- Failure to resolve conflict of interest prior to beginning the activity.
- Failure to maintain appropriate independence from the promotional goals and activities of supporter(s).
- Presenting a CME activity that involves sales or promotion.
- Promoting products for unapproved uses.

Roles and Responsibilities

CME Provider

A CME provider is the entity responsible for the educational activity (responsible for the overall program, selection of faculty, content, budget) for which AAFP CME credit is being sought. The CME provider does not need to be accredited by ACCME or an authorized state medical society to apply for AAFP credit. This definition includes AAFP chapters, as well as not-for-profit organizations, medical schools, volunteer agencies, specialty associations, and commercial producers, such as health care communication companies. The definition excludes proprietary health care related entities such as pharmaceutical companies, medical equipment manufacturers, and health care communication companies (when employed by a proprietary entity). Activities produced by such entities are not eligible for AAFP CME credit. Neither the CME provider nor the educational partner may be an agent of the commercial supporter. In the event final approval is denied by the AAFP, it is the responsibility of the CME provider or its agent(s) to cancel any arrangements that might have been made in connection with the satellite CME symposium. The AAFP will not be responsible for any expenditure or other costs incurred by the CME provider or its agent(s) in planning or conducting the Satellite CME symposium. All communication from AAFP will be directed to the application submitter associated with a CME provider organization. It is the responsibility of the provider to inform their organizers and supporters of AAFP Satellite guidelines.

Supporter

The company or companies (e.g., pharmaceutical or medical device manufacturer) providing monetary or in-kind support for the activity. All supporters must be listed on the application to hold a satellite event.

Activity Organizer

The organization (e.g., communications company, public relations agency) designated by the CME provider to handle symposium details. If the services of an activity organizer are utilized for a Satellite CME symposium, the CME provider, not the supporter, must hire the company.

Change of CME Provider or Supporter(s)

Upon approval to hold a Satellite CME symposium, AAFP must be notified immediately if the CME provider and/or supporter(s) listed on the application changes.