Joint Providers, before submitting an application please review the criteria below required for SMA's CME Program activities:

The Southern Medical Association's Mission Statement sets the standard for its education. Therefore, a Joint Provider's activity must meet its mission and support its purpose. SMA is Accredited by the Accreditation Council for Continuing Medical Education, therefore its CME Program adheres to its guidelines and essentials.

Eligibility
Organizations eligible to be accredited in the ACCME system (eligible organizations) are welcome to apply. Ineligible organizations need not apply.

Application Timeline
• The complete application is due no later than 90 days before the start activity. Late applications will be required to pay the late fee.
• Each application is reviewed by the SMA Education Planning Committee, which determines whether or not the activity is in compliance with SMA's Mission and the ACCME criteria for AMA PRA Category 1 Credit™
• The completed application receives notification of the decision within 30 business days.
• If the decision is a conditional approval, the Director of Compliance will ask the applicant to forward additional information in order for the Education Planning Committee to make a final decision. The information must be submitted within one week of the request.

Actions for Approved Applications
• If the activity is approved for credit, the applicant will be provided instructions on the next steps, which are listed below.

Prior to the activity - SMA will provide
- Activity Design and Financial Disclosure Form which will require speakers to provide information about their lecture as well as disclose all financial relationships for review and/or mitigation. Planners, committee members and faculty will also need to disclose all financial relationships for review and/or mitigation.
- Promotional Material Guidelines which include the accreditation language. designation of credit hours language required to be inserted into the program announcements and/or brochures as well as the course materials.
- Financial Disclosure Guidelines which include the disclosure information of your speakers. which must be provided to the attendees prior to or at the start of the activity.
- Activity Disclosure Guidelines which include the disclosure information of your activity, which must be provided to the attendees prior to or at the start of the activity.
- Commercial Support Disclosure Guidelines which include the disclosure of all monetary and in-kind contributions provided in support of the activity
- Roster Template
- Budget Template
- Instructions for attendees on how to retrieve their Certificates of Completion
- Verification of on-site compliance form
- SMA's evaluation summary report
After the activity - Joint Provider will provide
- Copies of all **signed LOA and contracts** in association with activities.
- Copies of materials distributed with the **accredited language, designation of credit**
  hours, speaker/planner financial disclosures, activity disclosure information, and all
  financial support disclosures.
- Evaluation **summary** report of activity if available or a **sample of the evaluation form**
  distributed to attendees for activity and/or speaker review.
- Completed **Roster**
- Completed **Budget**
- Completed **Verification** of on-site compliance

**In Summary**
- Organize planning committee members and assign roles/responsibilities
- Identify and document needs
- Establish the goal of the activity
- Create objectives
- Establish the budget and expense for the activity
- Create the activity content, including the desirable physician attribute
- Develop the activity title
- Identify the most suitable format
- Identify the target audience
- Choose the activity date and location
- Identify speakers
- Resolve any speakers conflict of interest
- Communicate all conflicts of interest and commercial support to audience
- List all of the supporters of the activity (sponsors, commercial support and exhibitors)
- Ensure appropriate disclosure is communicated to the audience
- Evaluate the activities success

SMA's own automated PARS reporting system will add your activity and its learners to its site
for recording and reporting.

Learners will be able to access their certificates within 24 hours of completing their
attestation.

And that is it! - you may complete your application at any time.