



Office of Continuing Medical Education
Mohammed Ranavaya MD, JD, MS, FRCPI, FFOM
Associate Dean, CME
1616 13th Avenue, Suite 3A
Huntington, WV 25701
Email: CMEoffice@marshall.edu



JOINT PROVIDERSHIP POLICY

Marshall University School of Medicine

Please ensure to take note of the following points:

1. **Mission:** Your proposed program must align with the CME mission of MUSOM and adhere to all application requirements, including the Essentials, Policies, Guidelines, and Standards for Ineligible Companies.
2. **Request for Providership:** You must begin with a Letter of Consideration, between 9 months to 1 year before the proposed program date.
3. **Planning:** The planning committee should include the Associate Dean or staff of CME, one MUSOM faculty, and staff, either part-time or full-time, who could contribute to the program planning process.
4. **Planning Minutes:** Detailed minutes should be kept to identify all planning phases, such as Needs, Learning Objectives, Faculty, Agenda, Budget, and so on.
5. **Credit Category:** CME will only be responsible for obtaining Category I Credit Approval for Physicians. The requesting organization must obtain an application for all other types of credit for other non-physician health professionals.
6. **Application:** You must submit a Formal CME Application for Category I credit consideration, including Planning Modules, Speaker Packets, Educational Grant Packets, Consulting Agreements, and other supporting documentation. This application will be presented to the planning committee chairperson at the initial meeting with the Associate Dean for CME.
7. **Approval:** After submission, the approval process will take 10 days to 2 weeks. Allocate ample time in the planning process for this approval period.
8. **Advertisement:** No reference may be made regarding "pending" credit approval before the official notification of the approval. All advertisements must be approved by MUSOM CME before release. Marshall University School of Medicine must be listed "prominently" as the providership of the program on all announcements.
9. **Accreditation Statement and Credit Statement:** CME will provide camera-ready statements for use in all advertisements.
10. **Additional Statements Required:** CME will provide specific wording for use on all advertisements for Faculty Disclosure and the Americans with Disabilities Act.
11. **Attendance Forms and Evaluation Forms:** CME will provide Attendance Forms and audience reaction Evaluation Form templates for the approved program.
12. **Files:** CME will maintain on file for 6 years CVs, Faculty Disclosures, handouts, announcement materials, attendance lists, completed evaluation forms, and applicable Summaries.