**Timeline for Joint Providership Activities**

Thank you for choosing to partner with the American Academy of Ophthalmology (AAO) for your upcoming educational activity. In order to help you develop a high quality program, we ask that you start the planning process 6-8 months in advance. There are three phases in the joint providership process. Each is outlined below with due dates.

Please visit our [CME Resources](https://www.aao.org/cme-planning-resources) page, full of information, including examples of all of the documentation necessary for CME approval. If you have any questions, please contact CME Program Manager, Siân Hillier, [shillier@aao.org](mailto:shillier@aao.org).

**Phase I: Application DUE: 6-8 months before program**

CME Application

Policy to monitor and resolve potential Conflict of Interest

Policy for disclosing financial relationships to learners

Selection criteria for members of planning committees

Honoraria and reimbursement policy

Planning committee minutes (including needs assessment review and speaker selection

criteria)

Financial Disclosure collection form

Draft abstract collection form

Exhibitor correspondence

Draft program agenda

Activity budget

Commercial support budget

Financial disclosure information for activity planners (staff, committee members, authors,

etc)

Application Agreement and Invoice

After the initial Application documents are submitted and approved, the CME Program Manager will send a Joint Providership agreement to be signed and an application fee invoice for $400 to be paid.

**Phase II: Planning DUE: 3 months before program**

Evaluation plan

Pretest and posttest (if using as an outcome measurement tool as outlined in the

evaluation plan)

Final Program

Marketing/exhibitor information

Learning objectives

Faculty list

Disclosure information for speakers

COI management documentation

Letters of Agreement

**Phase III: Post Activity DUE: 3 months after program**

Evaluation summary report

Final Budget

Commercial Support reconciliation

After Post Activity documents are received, the Program Manager will send an invoice for the hourly accreditation fee and CME claim form fee. Payment is due within 30 days of receipt.