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|  | <b>Policy for Continuing Education Fees</b>   |  |
| <b>Continuing Education Department</b>  | <b>Original Date:</b><br>10/22/2020<br><br><b>Revision Date:</b><br>10/22/2020<br><br><b>Effective Date:</b><br>11/1/2020 | <b>Approved By:</b><br><br><br><hr/> Thomas Nowicki, MD<br>System Director of Medical Education<br><br><b>Approval Date:</b><br>10/22/2020 |

**Purpose:**

The purpose of this policy is to define the fees charged to the HHC Community and external organizations requesting that the HHC Continuing Education (CE) provide educational credit for any educational activity.

**Scope:**

This policy applies to all requests for continuing education credit through HHC CE.

**Policy:**

- There is no fee charged for any HHC-sponsored education provided as a Regularly Scheduled Series, such as Grand Rounds, Case Conference /Tumor Board, Committee Learning Activity, or Journal Club.
- There is no fee charged to HHC-credentialed providers for credit earned through Test Item Writing, Manuscript Review or Writing, Learning from Teaching, or Performance Improvement.
- All other activities will be assessed a minimum of 2 fees: a non-refundable Application Fee and an Activity Management Fee.
  - Application Fee
    - This fee is non-refundable and due upon submission of the application
    - The fee includes
      - initial and follow-up meetings with the activity planners
      - content review of continuing education application
    - HHC Sponsoring Departments will be assessed a \$250 Application Fee
    - Non-profit organizations will be assessed a \$500 Application Fee
    - All other external organizations will be assessed a \$1000 Application Fee for the first activity each year, with a \$500 Application Fee for subsequent activities held in the same calendar year
  - Activity Management Fee
    - This fee is due upon submission of the application, and is based on the number of speakers
    - The fee includes
      - Collection of all speaker and planner disclosures
      - Management of speakers' potential conflicts of interest
      - Basic marketing flyer
      - Online registration for learners
      - Evaluation and claiming of credit by learners
      - Continuing education certificates for learners
    - 1-8 speakers: \$1500
    - Each additional speaker: \$100
    - Flat fee of \$250 for HHC Sponsoring Department regardless of number of speakers
- Management of Commercial Support
  - An additional fee will be assessed to manage commercial support
  - This fee will be based on extent of commercial support

**Definitions:**

- *Sponsoring department/organization:* The department or organization responsible for planning, presenting and evaluating the CE Activity
- *HHC Community:* includes all employees, volunteers, students and contracted individuals, including, without limitation, medical directors, section, department and division chiefs, members of the board of directors and board delegated committees, officers, executive leadership, and trainees
- *External Providers:* Providers with no affiliation nor privileges at a Hartford HealthCare entity
- *Sponsoring Department:* the primary department or providers responsible for planning, presenting and evaluating the CE Activity
- *Commercial Support:* financial, or in-kind, contributions given by a commercial interest, which is used to pay all or part of the costs of an activity
- *Commercial Interest:* any entity producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on, patients.

**Related Policies:**

- HHC CE Resolution of Conflict of Interest Policy
- HHC CE Disclosure Policy
- HHC CE Application Policy
- HHC Conflict of Interest Policy
- HHC CE Policy for Independence and Commercial Support

**Related Documents:**