
	Policy for Continuing Education Activity Fees	
Continuing Education Department	Original Date: 10/22/2020 Revision Date: 4/17/2026 Effective Date: 4/17/2026	Approved By:  <hr/> Carolyn Martindale, MSN, APRN System Director of Continuing Education Approval Date: 4/30/2026

Purpose:

The purpose of this policy is to define the fees charged to the HHC community and external agencies requesting that the HHC Continuing Education (CE) provide continuing education credit for any educational activity

Scope:

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

Policy:

Planning

- All HHC CE policies and [Accreditation Standards](#) must be followed to ensure that learners' expectations are met regarding Continuing Education
- The Planning Committee will identify a primary contact and communication preference
- The Activity Director is ultimately responsible to ensure deadlines are met

Timelines

- Failure to meet timelines outlined in the Application Policy and CE Agreement may result in the rejection of the application
- The HHC CE Team will make every effort to accommodate changes to programs

Budget

- Final Budget and all supporting documentation must be submitted within 45 days of the end of the activity
- Failure to submit Final Budget may result in denial of future CE programs

HHC-sponsored Activities:

- There is no fee charged for any HHC-sponsored live education or any On Demand education that is provided to HHC learners at no charge
- On Demand Learning revenue will be transferred quarterly

External Agency Activities:

- All CE fees will be deducted from any registration or vendor fees that are pending transfer to host
- Any balance due will be invoiced through the HHC Finance Department
- On Demand Learning revenue will be transferred quarterly

Continuing Education Fee Categories:

Application Fee

- The fee includes:
 - Initial meeting (60 minutes) and up to two follow-up meetings (up to 45 minutes) with the activity planners to review content and process as well as to discuss status
 - Additional meetings requested by the Activity Planners may incur additional fees of \$50 per 30-minute meeting
 - Additional meetings requested by HHC CE will not be charged additional fees
 - Content review of continuing education application

Activity Management Fee

- This fee 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 created by the CE Team
 - Online registration for participants and exhibitors through CloudCME
 - Collection of participant registration fees and exhibitor fees
 - Funds transferred to host department or agency upon receipt and review of final budget and all supporting documentation of expenses and income
 - Evaluation Customization and Reports
 - Claiming of credit by learners
 - Continuing education certificates for learners
 - Budget review and data entry

On Demand Learning Fee

- Fee is for posting and monitoring of educational content only
- Activities can be renewed after review of content by faculty or subject matter expert confirm the content remains current and valid

- Development of educational content (including editing of video) is available on a per hour basis through the HHC Audio Visual Team in [CESI](#) which is not part of this fee schedule
- Revenue from On Demand Learning activities will be shared evenly between the sponsoring agency or HHC department and Continuing Education

Management of Commercial Support Fee

- The fee includes management of Commercial Support Agreements
 - All Commercial Support Agreements must be reviewed and approved by the CE Team prior to activity approval
- A base fee for managing commercial support will be assessed on any amount up to \$10,000
- Additional fees will be assessed for commercial support above \$10,000 at 2% of additional amount

Definitions:

- *Sponsoring Department or Agency:* The HHC department or external agency responsible for planning, presenting, and evaluating the CE activity
- *HHC Community:* Includes all employees, volunteers, students, and privileged or contracted individuals
- *External Agency or Providers:* Agency or provider lacking a formal affiliation with Hartford HealthCare
- *Commercial Support:* Direct financial or in-kind contributions given by a commercial interest, which is used to pay all or part of the costs of an activity; this is not exhibitors
- *Ineligible Company:* Any entity producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on, patients