

CME Accreditation Fee Waiver Request Form



American Academy
of Family Physicians

Revised 5/02

A CME provider institution may be eligible for the review fee to be waived for their CME activity. All criteria for a fee waiver listed below must be met to qualify for approval. This fee waiver request form must accompany the application for CME credit. If requesting a fee waiver, send no payment initially.

Group Activity Review Fee

- State/Regional Activities: \$45
- National/International Activities: \$95
- Multiple Site/Date Activity: \$10 for each additional presentation of the same activity in a one-year period.
- Hospital/Medical Staff Series: \$145 annual fee per institution.
- Training Activity (Mini-Residency/Fellowship): \$145 per activity.

Enduring Materials/Journal CME Review Fee (Please see new fees as of June 1, 2002)

Criteria for Fee Waiver Request

- The CME provider will not charge a fee to participants for the CME activity.
- The CME provider will not use the CME activity as a marketing tool to advance its own proprietary interests.
- The CME provider will not accept commercial funding support for the CME activity.
- The CME provider will establish that the Academy's review fee causes a financial hardship that limits or hinders its ability to provide CME to family physicians.

Note: The CME provider will supply documentation that it does not have sufficient resources to support the AAFP review fee. A deficit budget for the CME activity alone is insufficient documentation. The CME provider must account for resources available to the provider as a whole. The COCME requires an explanation as to why the review fee causes a financial hardship if resources are available to the provider but have not been allocated to the CME activity in question.

Please complete.

1. Name CME provider (institution):
2. Title of CME activity:
3. Date(s) of CME activity:
4. Number of credit hours requested:
5. Total review fee amount without waiver:
6. This CME activity is being offered to participants for no fee: yes no
7. Is this CME activity being used as a marketing tool to advance the proprietary interests of the provider: yes no
8. Is this CME activity being funded by commercial support: yes no

(continued)

