



Dear Faculty:

Thank you for your participation in <insert activity title>.

APsA has been awarded accreditation through the Accreditation Council for Continuing Medical Education (ACCME). As a provider of Continuing Medical Education (CME) for physicians, APsA is responsible for presenting learners with only accurate, balanced, scientifically justified recommendations, and protecting learners from promotion, marketing, and commercial bias.

Any accepted presentations and posters must be in full compliance with the ACCME Guidelines and [Standards](#) for Integrity and Independence in Accredited Continuing Education (ACE). To ensure that this activity and the presentations are free of relevant financial relationships with ineligible companies and comply with ACCME Guidelines and Standards, please review the following policies:

1. Educational materials that are part of a CME activity, such as slides, abstracts, and handouts, cannot contain any advertising or product-group message.
2. All presentations and posters must include the disclosure statement, learning objectives, and references.
3. If the activity is self-paced, enduring material, it must include a multiple-choice posttest with rationale for the correct/incorrect answer and references.
4. Additionally, APsA's CE Committee asks that you have a disclosure slide as the second slide of your presentation after the title slide or a disclosure section on your poster PDF. Information about disclosures must be included for all authors/presenters even those with nothing to disclose.
5. Presentations and poster discussions must give a balanced view of therapeutic options and medical devices. Use of generic names will contribute to this impartiality. If the CME educational materials or content includes trade names, where available trade names from several companies should be used, not just trade names from a single company.
6. Presentations must promote improvements or quality in healthcare and not a specific proprietary business interest or ineligible company.
7. Discussion of off-label uses are certainly allowed in CME activities. Any planned discussion of off-label, experimental or investigation use of drugs or devices must be disclosed; this information must be repeated at the time the actual discussion occurs within the activity.

8. The ACCME Content Validation Statements are expectations of providers regarding any recommendations for clinical care.

*CME Activities must be based on evidence that is accepted within the profession of medicine as adequate justification for the indications and contraindications in the care of patients.*

*All scientific research referred to, reported or used in CME in support or justification of a patient care recommendation must conform to the generally accepted standards of experimental design, data collection and analysis.*

9. Per ACCME rules, “The owners and employees of ineligible companies are considered to have unresolvable financial relationships and must be excluded from participating as planners or faculty and must not be allowed to influence or control any aspect of the planning, delivery, or evaluation of accredited continuing education, except in the limited circumstances outlined in Standard 3.2.” An employee may only participate in restricted roles as outlined in [Standard 3.2](#).
10. In the event that you must send a replacement speaker, it is important that you notify the APsA CME Team as soon as possible with the name of your replacement. He/she will be required to complete a disclosure form before his/her presentation and it must be verbally disclosed to the learners at the time of the presentation.

**Please note** that your activity may be audited to ensure compliance with the ACCME Guidelines and Standards. In the event that the above policies are not met, your activity may be denied CME.

If you have any questions regarding the above policies, please feel free to contact Kate Brundage, Director of Accreditation at [kbrundage@APsA.org](mailto:kbrundage@APsA.org).



Sincerely,

Anil M. Shirke, M.D., Ph.D., FABPN, FABP  
Chair, Continuing Education Committee