



# AAOS Joint Providership Application Process

1. The non-accredited sponsor (NAS) submits an Initial Request and CME Activity Planning Form to AAOS
  - supporting documentation is then reviewed, including course objectives, program and proposed faculty for the educational activity, and disclosures of planning committee members that are provided by NAS; if changes are required, the NAS will be contacted by AAOS with further instructions
  - The NAS is responsible for confirming or obtaining current financial disclosure information from the Planning Committee & Staff involved in the education planning process using the AAOS Disclosure Database before submission of the project planning form. Planning Committee/staff disclosure, and Faculty information must be current within the 24 months preceding the start of the CME activity.
2. Within 7-10 business days of receiving an Initial Request, AAOS will forward the CME Joint Providership Agreement to the NAS for signature via Adobe Sign
  - Once the signed joint providership agreement has been returned, the agreement will be counter signed by AAOS and the NAS will receive a copy of the fully executed agreement
3. All submitted documentation is then sent out for Peer Review to a member of the (NAS) Planning Committee or an AAOS Content Committee Member
4. The NAS informs AAOS of any commercial support to ensure that a CME Letter of Agreement is initiated. CME Letters of Agreement must be signed by the company and AAOS before the activity begins.
5. **IF** AAOS Approves the course the NAS will receive a CME Statement Letter and the NAS may publicize that it is approved for **AMA PRA Category 1 credit™** with the appropriate CME statement provided by the AAOS.
6. At the conclusion of the program, the NAS completes AAOS's Post Meeting Form and submits it with all required documentation no more than 30 days at the conclusion of the event