



ASPS Endorsement Application

The American Society of Plastic Surgeons reserves the right to endorse those meetings which most closely align with the goals of our society. Endorsement carries no designation of *AMA PRA Category 1 Credit™* nor is ASPS responsible for oversight or meeting management of endorsed meetings. It is an acknowledgment of the integrity and quality of the educational activity alone. The ASPS logo must appear on the activities promotional material as an endorsing organization.

ASPS will list dates on the ASPS Clearinghouse Calendar, PSN and PRS calendars of meetings only, as indicated on the Application form under Endorsement Fees and Options.

Endorsement applications must be received a minimum of 5 months prior to meeting date. ASPS requires a minimum of 8 weeks from date of application receipt for review, approval and subsequent placement in online calendar. Placement in PSN and PRS calendars will be made pursuant to approval and according to next publication within standing print schedule. Any application requiring a shortened review period, less than 8 weeks, will be subject to expedited review pricing. **No applications will be accepted for endorsement less than 4 weeks from start of program.**

Specialty, State, or Regional Society/Association Information

Society Name: _____

President: _____

Program Chair: _____

Address: _____

Phone: _____ Fax: _____

E-Mail: _____

Meeting Information

Meeting Title: _____

Date: _____

Location: _____

Accredited Provider/Sponsoring Organization: _____

Patient Safety Credits Identified (if any): _____

To what other organizations have you applied for Endorsement? (Please list) _____

Has your application for Endorsement been accepted? _____

If yes, which organizations: _____

Endorsement Criteria

- The program does not compete in terms of content or timing with an ASPS educational offering.
- The endorsement is being sought by an organization that is widely acknowledged as a reputable, bona fide medical educator, and the program is relevant to plastic surgeons.
- The program is either already CME-accredited by another organization, or not CME accredited at all (or the equivalent for international programs). **Note: ASPS has the option of either endorsing or accrediting a program, but it cannot do both for a program.**
- The program, for which an endorsement is sought, demonstrates compliance with ACCME guidelines for programs offered for *AMA PRA Category I Credit™*. (or the international equivalent)
- The organization seeking endorsement provides remuneration upon application, where possible and appropriate.
- The organization will provide ASPS with exhibit space at no charge when exhibits are being hosted.
- The organization seeking endorsement agrees to follow ASPS guidelines for publicizing its endorsement, including proper use of ASPS's name and its Symbol of Excellence and avoids any suggestion that ASPS is a sponsor of the meeting.
- 30-60 days after the close of the activity, the organization will provide ASPS with a copy of their evaluation summary report including all comments.

All items MUST BE ATTACHED to process your application:	Additional Documentation once program is approved:
➤ Completed Application (1 st page of application)	➤ Final brochure with Endorsement language and ASPS logo
➤ Signed Letter of Agreement (2 nd page of application)	➤ Endorsement Fee
➤ Hourly program schedule including objectives	➤ Evaluation summary submitted to ASPS 60 days of close
➤ Draft of brochure if available	

Please complete and email completed application to Michelle Sirois at msirois@plasticsurgery.org



AGREEMENT OF ENDORSEMENT

I, _____, as representative for the _____ educational activity to be held at _____ over the date(s) of _____ agree to the following:

1. If CME is being provided for this program, the meeting will be conducted in accordance with the ACCME *Essentials and Guidelines for Accreditation and Standards for Commercial Support*.
2. The endorsement application and all related materials will be completed and submitted at the time of application for review and approval by the ASPS Committee(s).
3. The organization seeking endorsement will strictly adhere to the Guidelines for Logo Usage supplied at the time endorsement is received.
4. If the Society does not fully comply with the above items, ASPS will withdraw its endorsement of the program.

The fee structure for endorsed activities includes listings on ASPS website calendar, PSN and PRS when available:

Standard Approval (8+ weeks required for approval)	\$1,500
Expedited Review Approval (Minimum of 4 weeks required)	\$2,500

No applications will be accepted for endorsement less than 4 weeks from start of program.

All questions concerning endorsement may be directed to Caitlyn Keenan; ASPS Executive Office (847) 228-3386

AGREED BY

APPROVED BY (ASPS):

APPROVE/DENY

Signature and Date

Education Accreditation Administrator
Signature

Approve

Deny

Title

Board Vice President of Education
Signature

Approve

Deny

Organization

Staff Vice President of Education Signature

Approve

Deny

Email

American Society of Plastic Surgeons

Organization

Direct Phone