Activity Title:

Activity Date:

Online and Enduring Activity Accreditation: Guide the planning process to ensure compliance with Joint Accreditation criteria and UW-Madison policies and procedures, from initial planning through evaluation.

- Provide oversight and suggest educational design strategies that support interprofessional, team-based learning that meets the needs of patients and the public, is based on valid content, and is free of commercial influence
- Ensure compliance with the ICEP Identification, Mitigation, and Disclosure of Conflicts of Interest Policy including conflict mitigation and disclosure
- Ensure Compliance with the ICEP Policy on Commercial Support and Content Validation, including review and execution of Letters of Agreement for commercial support/exhibits
- Approve marketing materials, evaluation methods and tools, and the attendance verification form/process
- Approve and award continuing education credit and maintain learner records for a minimum of 6 years

STEP 1: Select the delivery method using the following definitions:

1. Enduring	Materials available 24/7 via the web
2. Blended Sync	Primarily Enduring + Live event
3. Enduring Sync Cohort	Learners enroll in the course as a cohort
4. Enduring Async Cohort	Learners enroll in the enduring course as a cohort participating at their own pace
5. Blended Sync Cohort	Learners enroll in the enduring course as a cohort and participate in live activities.
6. Live - Enduring Copy	Enduring content is a recording of a live activity with an assessment added
7. Live – Enduring Rework	Enduring material is developed from a live event but is not a copy of the live activity.

While enduring activities may be accredited for up to 3 years a 2-year maximum is recommended. A mandatory review of content must be conducted each year.

STEP 2: Assign a point value for each component according to the information in the columns below and total:

	0 Points	1 point	2 points	3 points	4 points	5 points	Total/Row
Activity Scope (see Step 1)		6 or 7	1	2, 3, or 4	5		
Length of Event in hours	< 2	>2-4	>4-8	>8-12	>12-16	>16	
Total Planners and Presenters		Up to 6	7-9	10-13	14-17	>17	
Commercial Support	No			Yes			
Commendation Criteria	Yes	No					
Less than 2 months out	No		Yes				
UW Affiliation	Yes		No				
						Total:	

STEP 3: Match the complexity points from STEP 2 with the appropriate fee:

Total Points	Accreditation & Review Fee
0 - 4 points	$500 plus $100 Annual review
5 – 7 points	$1,000 plus $250 Annual review
8 – 9 points	$2,000 plus $350 Annual review
10 – 11 points	$3,000 plus $450 Annual review
12 - 13 points	$4,000 plus $550 Annual review
14 - 15 points	$5,000 plus $650 Annual review
>15 points	Contact ICEP

STEP 4: Additional project management fees are calculated using the ICEP Budget Template.

☐ Iteration Build (Minimum $125/iteration)
☐ Instructional Design and Activity Development
☐ Logistics (Virtual Platform Set Up)
☐ Financial Management
☐ Marketing

STEP 5: Total Fees. Note this is only an estimate. Final costs will be agreed upon by the activity planner & ICEP Chair or designee.

	Total Year 1	Total Year 2	Total Year 3
Accreditation Fee (Step 3):			
Annual Review Fee:			
Hosting (Paid to OCDP) Select 1: Hosting with ICEP Hosting Elsewhere			
Project Management Charges (Step 4): *Determined after consultation*			
Subtotal:			
Administrative Fees (add 20% of subtotal):			
TOTAL ACCREDITATION ESTIMATE*:			

ICEP staff: Place a copy of the completed form and the activity budget estimate in the activity file.

NOTES: