

Activity Title:

LIVE ACTIVITY FEE STRUCTURE

July 1, 2023 – June 30, 2024

Activity Date:

This fee structure applies to live activities. For Regularly Scheduled Series, online courses, enduring materials, or other services, please contact us at info@icep.wisc.edu.

Live Activity Accreditation Services: 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 scope of this activity using the following definitions:

- Internal** Designed for and marketed to UW Health and ICEP member school faculty, clinicians and staff and/or the Dane county area
- Local on-campus** Designed for and marketed to the Dane county area
- Local off-campus** Designed for and marketed to a specific community in or out of Dane County
- Regional** Designed for and marketed in Wisconsin and the bordering states
- National / International** Designed for and marketed across the United States of America and abroad

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)	Internal/local on-campus	Local off-campus	Regional	National	Inter-national		
Length of Event in hours	<2	2 to 4	>4-8	>8-12	>12-16	>16	
Total Planners and Presenters		Up to 6	7-9	10-13	14-17	>17	
Commercial Support (CS) and/or Exhibits	No exhibits	< 10 Exhibits only	> 10 Exhibits only	CS/CS & Exhibits			
Blended (Primarily Live + Enduring)	No	Yes					
Commendation Criteria	Yes	No					
Less than 2 months out	No		Yes				
UW Affiliation	Yes		No				
						Total:	

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

Total Points	Accreditation Fee
0 - 3 points	\$500
4 - 6 points	\$1,000
7 - 8 points	\$2,000
9 - 11 points	\$3,000
12 - 13 points	\$4,000
14 - 15 points	\$5,000
>15 points	Contact ICEP@Icep.wisc.edu

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

- Activity Logistics (venue, catering, etc.)
- Financial Management
- Marketing
- Instructional Design

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

	Total
Accreditation Fee (Step 3):	
Project Management Charges (Step 4): <i>Determined after consultation</i>	
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: