

From ACPE --

The ACPE offers this document as a template for providers to use as a written agreement with commercial supporters.

This is only an example of an agreement that contains the required components. Providers are **NOT** required or expected to use this form. ACPE is not recommending this document. The use of this document will not guarantee an ACPE finding of 'Compliance' for the Standards of Commercial SupportSM.

<Insert name and logo of Accredited Provider>

WRITTEN AGREEMENT FOR COMMERCIAL SUPPORT

<Insert Accredited Provider Name> is committed to presenting CPE activities that promote improvements or quality in healthcare and are independent of the control of commercial interests. As part of this commitment, **<insert Accredited Provider Name>** has outlined in this written agreement the terms, conditions, and purposes of commercial support for its CPE activities. Commercial Support is defined as financial, or in-kind, contributions given by a commercial interestⁱ, which is used to pay all or part of the costs of a CPE activity.

Title of CPE Activity			
Activity Location		Activity Date	
Name of Commercial Interest			
Amount of Educational Grant (direct or in-kind)			
Grant will be used for the following:			
Speaker Honoraria	Speaker Expenses (itemize)	Meeting Expenses (itemize)	Other (list)

Terms, Conditions, and Purposes

Independence

1. This activity is for scientific and educational purposes only and will not promote any specific proprietary business interest of the Commercial Interest.
2. The Accredited Provider is responsible for all decisions regarding the identification of educational needs, determination of educational objectives, selection and presentation of content, selection of all persons and organizations that will be in a position to control the content of the CPE, selection of education methods, and the evaluation of the activity.

Appropriate Use of Commercial Support

3. The Accredited Provider will make all decisions regarding the disposition and disbursement of the funds from the Commercial Interest.
4. The Commercial Interest will not require the Accredited Provider to accept advice or services concerning teachers, authors, or participants or other education matters, including content, as conditions of receiving this grant.
5. All commercial support associated with this activity will be given with the full knowledge and approval of the Accredited Provider. No other payments shall be given to the director of the activity, planning committee members, teachers or authors, joint sponsor, or any others involved with the supported activity.
6. The Accredited Provider will upon request, furnish the Commercial Interest documentation detailing the receipt and expenditure of the commercial support.

Commercial Promotion

7. Product-promotion material or product-specific advertisement of any type is prohibited in or during the CPE activity. The juxtaposition of editorial and advertising material on the same products or subjects is not allowed. Live or enduring promotional activities must be kept separate from the CPE activity. Promotional materials cannot be displayed or distributed in the education space immediately before, during or after a CPE activity. Commercial Interests may not engage in sales or promotional activities while in the space or place of the CPE activity.
8. The Commercial Interest may not be the agent providing the CPE activity to the learners.

Disclosure

9. The Accredited Provider will ensure that the source of support from the Commercial Interest, either direct or “in-kind,” is disclosed to the participants, in program brochures, syllabi, and other program materials, and at the time of the activity. This disclosure will not include the use of a trade name or a product-group message. The acknowledgment of commercial support may state the name, mission, and clinical involvement of the company or institution and may include corporate logos and slogans, if they are not product promotional in nature.

The Commercial Supporter and <Insert Accredited Provider Name> agree to abide by all requirements of the **ACPE Standards for Commercial Support** (appended).

Name of Accredited Provider

Tax ID Number	
Contact Person	Email Address
Phone Number	Fax Number

Educational Partner (if applicable)

Contact Person	Email Address
Phone Number	Fax Number
Tax ID Number	

Name of Commercial Interest

Address	
City, State, Zip	
Contact Person	Email Address
Phone Number	Fax Number

Agreed by Authorized Representatives

Commercial Interest

Signature and Date

Print Name

Title

Accredited Provider

Signature and Date

Print Name

Title

Educational Partner (If applicable)

Signature and Date

Print Name

Title

ⁱ The ACPE defines a Commercial Interest as any entity producing, marketing, reselling, or distributing health care goods or services consumed by, or used on, patients. The ACPE does not consider providers of clinical service directly to patients to be commercial interest.