



eMedEd



Faculty Agreement Templates for CME/CE Activities with Guidelines

This document provides two comprehensive faculty agreement templates for CME/CE activities—one for In-Person and one for Virtual sessions—along with essential guidelines to ensure compliance with ACCME, ANCC, and ACPE standards. Both agreements must be counter-signed by both parties.

Guidelines for Structuring Faculty Contracts & Agreements

To ensure compliance and clarity in faculty agreements for CME/CE activities, consider the following guidelines:

- Clearly define the faculty member's role, responsibilities, and expected deliverables.
- Require disclosure of all financial relationships within the past 24 months with ineligible companies.
- Include clauses to maintain educational independence and prevent commercial bias.
- Outline compensation terms, including honorarium and reimbursement (if applicable).
- Include deadlines for content submission and any required technical rehearsals.
- Ensure confidentiality and define intellectual property rights.
- Retain all signed agreements for audit readiness as per ACCME/ANCC/ACPE standards.

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1 Faculty Agreement for In-Person CME/CE Activity

This Faculty Agreement (the “Agreement”) is made between:

Provider: _____ (CME/CE Provider)

Faculty member: _____

Activity Title: _____

Date(s) of Activity: _____

Activity Location: _____

1. Scope of Work and Responsibilities:

- Prepare and deliver evidence-based content as per the agreed learning objectives.
- Submit presentation materials and disclosures by the agreed deadlines.
- Disclose all relevant financial relationships with ineligible companies from the last 24 months.
- Ensure all content is free from commercial bias and adheres to ACCME/ANCC/ACPE requirements.
- Cooperate with any content peer review and conflict resolution processes.

2. Compensation and Expenses:

- Faculty will receive an honorarium of \$_____ for their participation.
- Travel, accommodation, and reasonable expenses will be reimbursed as per provider policies.

3. Compliance Requirements:

- Faculty agrees to follow the provider's policies to maintain educational independence.
- Faculty agrees to avoid any product endorsements or promotional messaging during the session.
- Provider retains the right to edit or request modifications to ensure compliance.

4. Confidentiality and Intellectual Property:

- All provided materials will remain the intellectual property of the faculty unless otherwise agreed.
- Provider may use the content for educational purposes with faculty consent.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement:

Faculty Signature: _____

Date: _____

Provider Representative: _____

Date: _____



Faculty Agreement for Virtual CME/CE Activity

This Faculty Agreement (the “Agreement”) is made between:

Provider: _____ **(CME/CE Provider)**

Faculty member: _____

Activity Title: _____

Date(s) of Activity: _____

Delivery Method: Virtual / Webinar / Online

1. Scope of Work and Responsibilities:

- Prepare and deliver virtual content aligned with the approved learning objectives.
- Submit presentation slides, recordings (if applicable), and disclosures by the agreed deadlines.
- Ensure technical readiness by testing audio, video, and screen-sharing tools.
- Disclose all relevant financial relationships and ensure content is free from commercial bias.
- Participate in any mandatory rehearsal sessions or technical checks.

2. Compensation

- Faculty will receive an honorarium of \$_____ for their participation.
- No travel reimbursement is applicable for virtual delivery.

3. Compliance Requirements:

- Faculty agrees to follow the provider's CME/CE compliance policies.
- Faculty will ensure that no promotional materials are displayed or mentioned during the activity.
- Provider retains the right to record the session for future enduring material development with faculty consent.

4. Confidentiality and Intellectual Property:

- Presentation content remains the property of the faculty unless otherwise agreed.
- Provider may use the recorded material for educational purposes with prior written consent.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement:

Faculty Signature: _____

Date: _____

Provider Representative: _____

Date: _____

