



GUIDELINES

Application for Continuing Education for Minnesota Naturopathic Doctors

The Minnesota Association of Naturopathic Physicians (MNANP) is an accredited agency for continuing education for Minnesota licensed naturopathic doctors (NDs). As such, the MNANP can accept applications for accreditation of continuing education (CE) programs that are valid for Minnesota NDs.

Initial Application Completion Instructions:

Completed applications, with all supporting documents, should be emailed to vicepresident@mnanp.org in either PDF or word format. Questions should be directed to the Vice President of the MNANP.

Application Rules:

Standards to Ensure Educational Relevance

- Programming must pertain to the practice of Naturopathic Medicine or physician level medicine.
- Programming must be oriented to health care professionals and not oriented toward lay public.
- Presenters must be qualified professionals such as a ND, MD, DO, DC, NP or PhD. with expertise on subject.
- Approved CE hours are valid for the duration of two-years after the first program occurrence or recording. If approved program should continue to be offered after two-years, an application must be resubmitted. Self-study programs are approved for up to two-years from the date of initial approval.

Standards for Independence

- All CE activities must be independent and free of commercial bias.
- An entity with commercial Interest must strictly adhere to the standards outlined in *Addendum 1*.
- An entity with commercial interest is any entity producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on patients.
- A commercial entity cannot be Involved with or have control over content, directly or indirectly.

Standards for Conflicts of Interest and Disclosure

- The applicant must be able to show that everyone who is in a position to control the content of an educational activity (including organizers, educators, and presenters) have disclosed all relevant financial relationships with any commercial interest to the MNANP.
- Relevant financial relationship is defined as financial relationships in any amount, monetary or in-kind, occurring within the past 12 months that may create a conflict of interest.
- Individuals must disclose to learners any relevant financial relationships and the nature of the relationship with commercial interest before each presentation. If no commercial interest exists, this must also be disclosed before each presentation.
- When a disclosure of commercial interest is made, the specific name of the commercial interest is not to be given, such as trade names or branding statements. The commercial interest is to be mentioned in general terms as to not promote the commercial interest through the disclosure.
- An educational program planned by an entity with commercial interest must adhere to additional disclosure requirements as outlined in *Addendum 1*.

Standards for Content and Format without Commercial Bias

- The content or format of a continuing medical educational activity and its related materials must promote improvements or quality in healthcare, and not a specific proprietary business interest.
- Presentations must give a balanced view of therapeutic options.

The MNANP reserves the right to send a representative to any approved program and observe for compliance.

Application Submission

Applications are due at least six weeks (42 days) prior to an activity. Applications, with all supporting materials, should be submitted by email to vicepresident@mnanp.org, as PDF or Word Documents. Partial applications will not be accepted, and must be re submitted. **Applicants MUST use the checklist**, and confirm that all required documents are being submitted at the same time. Applications submitted less than 42 days prior to the program are subject to rush fees (see below). Rush fees must be paid when the application is submitted, and are non-refundable.

Guidelines

Application Fees — For applications submitted 6 weeks (42 days) before a program

All fees are paid at time of application any CE hours not be approved, the difference will be refunded to the applicants at the time of approval.

Every application in which the program is charging a price for admission or is sponsored/funded by a commercial interest must pay a **\$200 non-refundable application fee**. Additional fees are required if a completed application is received less than six weeks (42 days) before the program. Please see the schedule below for more information regarding rush fees.

Rush Fees — For Applications Submitted 3-6 Weeks Prior to a Program

(Commercial interest entities must submit all materials at least 6 weeks prior to the program, and cannot pay rush fees for their program.)

All applications submitted less than six weeks (42 days) in advance of a program are subject to the rush fee schedule below.

Completed application submitted (35-41 days) in advance of program: \$50

Completed application submitted (28-34 days) in advance of program: \$100

Completed application submitted (21-27 days) in advance of program: \$150

- Rush fees are in addition to the \$200 application fee.
- Rush fees are non-refundable.
- Rush fees are due at the time of application

Applications submitted less than three weeks (21 days) before a program will not be accepted.

Application Fees- For applications submitted 6 weeks (42 days) before a program

Every application in which the program is *run by a member of the MNANP* and *free for members of the MNANP to attend* (such as Grand Rounds) the application fee is waived. Additional fees are required if a completed application is received less than six weeks (42 days) before the program.

Example of CE Accreditation Fees

A 2-day program that charges admission, consists of 10 CE hours, and submitted five weeks in advance of the program:

Application Fee: \$200

Rush fee: \$100

CE hours fee for initial program: $\$50 \times 10 = \500

Total Program Fee: \$800

Example of CE Accreditation Fees

A 1 day Grand Rounds lecture, consists of 2 CE credits, hosted by a member of the MNANP that is free to any MNANP member to attend and submitted at least 42 days prior to program.

Application Fee: Waived

Rush fee: none

CE hours fee for initial program: $\$50 \times 2 = \100

Total Program Fee: \$100

ADDENDUM 1

APPLICATION INSTRUCTIONS FOR ENTITIES WITH COMMERCIAL INTEREST

An entity with commercial interest is any entity producing, marketing, re-selling, or distributing healthcare goods or services consumed by, or used on, patients.

As of January 1, 2015, the MNANP is accepting applications from entities with commercial interest. Please review this additional application information which is required from entities with commercial interest prior to submitting an application. All presentations submitted for approval must be completely free of mention of commercial product(s) that includes, but is not limited to, supplements, lab services, books, etc.

These rules apply to all applicants with commercial interests seeking accreditation through the MNANP:

1. In addition to the documents required for all applicants, entities with commercial interest must submit the additional following items upon application:
 - Full PowerPoint/slide presentations for each presentation, which shall also include a disclosure slide that is the second slide of the presentation. This disclosure slide is to state the following: "This educational activity has been reviewed and approved by the Minnesota Naturopathic Doctors Association and contains no commercially biased information."
 - A copy of the course syllabus and/or all course handouts. These materials must contain a disclosure statement as follows: "These educational materials have been reviewed and approved by the Minnesota Naturopathic Doctors Association and contains no commercially biased information."
2. All applications for entities with commercial interest must be submitted at least 6 weeks (42 days) before the program. Rush applications are not accepted for programs sponsored by a commercial entity.
3. Any promotional product material or conversations about promotional products must take place outside the lecture hall, in a separate room. Participation in any promotional activities must not be required for accreditation attendance.
4. The MNANP reserves the right to audit any approved activity presented by a commercial interest.
5. Upon request, an entity with commercial interest must supply the MNANP with the names and contact information of attendees receiving MNANP accreditation for attendance at their educational activity.
6. The MNANP reserves the right to contact attendees that receive MNANP accreditation for attendance at an activity provided by a commercial interest. The MNANP may conduct interviews by phone or in person regarding the activity to determine if the guidelines for commercial interests were followed.
7. The MNANP reserves the right to view course materials at any time of a CE event provided by an entity with commercial interest.
8. The MNANP reserves the right to revoke credits if a conference is not carried out by the standards by which it was approved.

Penalties For Commercial Applicants If Guidelines Are Not Followed

1. If slides submitted for review contain inappropriate content¹, the application will be denied.
2. If slides are found to have inappropriate content, each applying party is given one opportunity for feedback and correction of the material with a \$300 penalty fee.
3. The application for a non-compliant activity will not be approved until all penalty fees have been paid.
4. If an application is denied after the second review the applicant will be charged the full amount of credits applied for, without receiving activity approval.
5. If more than two (2) applications are denied by the same applicant, the applicant will be prohibited from future continuing education application review privileges by the MNANP.
6. If a program is audited and found not to be in compliance with the originally approved activity, the applicant will be prohibited from future approvals by the MNANP, and will be fined \$1,000.

The MNANP Professional Development Committee holds a very high standard for educational programs approved by the MNANP. These additional application requirements for applicants with a commercial interest are to insure that activities approved by the MNANP are free of any commercial bias. Before submitting your materials, please ensure your materials meet the MNANP application for continuing education guidelines. If you have a question prior to submission, please contact our Vice President at vicepresident@mnanp.org

¹Inappropriate content refers to slide presentations containing:

1. Incomplete or illegible or otherwise done in a way that is unprofessional or not respectful of our doctors reviewing time.
2. Any mention of commercial product or commercial industry.
3. Any advertising of products with vested interest.

PROGRAM OVERVIEW

Application for Continuing Education for Minnesota Naturopathic Doctors

Date of application: _____ Commercial Interest Application: Y N MNANP member? Y N

Company/Organization Name: _____

Contact Name _____ Email _____

Mailing Address: _____

Phone number: _____ Fax number: _____ Website: _____

Program Title: _____

Topic(s) of focus: _____

Total CE Hours Requested: _____ of which _____ are general and/or _____ are pharmacy hours

Date(s) of Initial Program: _____ Location: _____ Cost to attend: \$ _____

Is program free for MNANP members? Y N

Please provide the following materials/information with your application to be complete. Commercial interest must also submit items 10-12:

- 1) Program Overview, 2) Application Checklist, 3) Payment form, 4) Brochure of program, 5) Brief description of each session, 6) Brief CV or Bio of each presenter, 7) Signed Financial Disclosure Forms for planner and faculty; 8) Hourly schedule denoting CE hours requested per session and indicate whether, they are general or pharmacy, and 9) Extra Information for Pharmacy Credit* (*Pharmacy hours can be given if at least 50% of the lecture involves drug and nutrient/herb Interactions, prescribing, SE or contraindications.)

Commercial interest applications must include the following additional information per addendum 1: 10) PowerPoint Slides, 11) Syllabus/ handouts 12) complete application submitted 6 weeks (42 days) before initial program. No rush fees for commercial interest applications

Fees:

Non-Refundable Application Fee (\$200) = \$ _____ (if an MNANP member and no cost to members write 'waived')

CE Hours Requested: x \$50 = \$ _____

Application Rush Fees= \$ _____

Total due at time of application= \$ _____

You will only be charged for CE hours approved by the MNANP If less CE hours are approved than were requested, applicant will be refunded this amount. All fees are due at the time of application.

I certify that I have read and understand the rules and guidelines for educational relevance and standards for independence, and confirm that this program meets the guidelines for accreditation:

Authorized Representative: _____ Signature: _____ Date: _____

MNANP response to be returned to the CE provider — For Use By the Minnesota Naturopathic Doctors Association Only

Total CE Hours Approved: _____ of which _____ are general hrs and/or _____ are pharmacy hours

Reasons for CE Hours Not Approved: _____

Total Fees Charged: \$ _____ Fees Refunded: \$ _____ Date of Refund: _____

MNANP Approval: _____ Date: _____

Upon approval the MNANP will provide record-keeping and certificate issuance requirements.

Application for Continuing Education Accreditation Worksheet

CE Application Checklist

Office Use Only

1) PROGRAM OVERVIEW (application page 4)	
2) APPLICATION CHECKLIST (this page)	
3) PAYMENT INFORMATION (application page7)	
4) Brochure of program (applicant provides)	
5) Brief description of each session (applicant provides)	
6) Brief CV or Bio for each speaker/presenter (applicant provides)	
7) PLANNER/FACULTY DISCLOSURE FORMS) (application page 8)	
8) Hourly schedule denoting general or pharmacy sessions (applicant provides)	
9) Information on drugs, supplements, or herbs to be discussed — only if applying for CE pharmacy hours (applicant provides)	

Commercial Interest Application Additional Requirements

Full PowerPoint/slide presentations for each session, including disclosure statement*	
Copies of course syllabus and/or course handouts, including disclosure statements**	
Complete application submitted six weeks (42 days) or more before program date	

*Only for commercial interests applications. This information is in addition to the other requirements listed.

**See General Guidelines *Addendum 1* for full disclosure statement requirements for commercial interest applications.

-- MNANP CE Coordinator Use Only--

Number of Presenters/ Speakers _____ Number of Organizers _____ Days Before Program _____

Number of Disclosure Forms Received _____ Number of CV/ Bios Received _____ Commercial Interest: Y N

MNANP Notes:

PAYMENT INFORMATION

Application for Continuing Education for Minnesota Naturopathic Doctors

Program Name: _____

Company/Organization Name: _____

Payment Date: _____

Amount Paid: \$ _____ Check Number: _____

- Full payment is due before submitting an application.
- Payment must include all fees for CE hours, repeat programs, self-study, and rush fees (if applicable).
- Incomplete or partial applications will not be accepted, and are subject to rush fees.
- \$200 application fee and rush fees are non-refundable.

Rush Fee Information

All applications submitted less than six weeks (42 days) in advance of a program are subject to the rush fee schedule below. Partial or incomplete applications are subject to rush fees as well.

Completed application submitted (35-41 days) in advance of activity: \$100

Completed application submitted (28-34 days) in advance of activity: \$200

Completed application submitted (21-27 days) in advance of activity: \$300

Applications submitted less than 3 weeks (21 days) before a program will not be accepted.

Commercial interest applications will not be accepted less than 6 weeks (42 days) before a program.

PLANNER/FACULTY DISCLOSURE FORM

Application for Continuing Education for Minnesota Naturopathic Doctors

Each speaker and organizer/coordinator of program must complete and sign a separate form.

In accordance with independence standards, faculty and planners participating in a CME activity are required to disclose any financial relationship with commercial interests relevant to the CME activity. A commercial interest is any proprietary entity producing health care goods or services, used on, or consumed by, patients, with the exemption of non-profit or government organizations and non-health care related companies. Financial relationships are those relationships in which the individual benefits by receiving a salary, royalty, intellectual property rights, consulting fee, honoraria, ownership interest (e.g., stocks, stock options or other ownership interest, excluding diversified mutual funds), or other financial benefit. Financial benefits are usually associated with roles such as employment, management position, independent contractor (including contracted research), consulting, speaking and teaching, membership on advisory committees or review panels, board membership, and other activities from which remuneration is received, or expected. We define relationships to include financial relationships of a spouse or partner. Having a financial interest does not preclude one from participating as faculty or planner; the requirement is to disclose the interest to the CME audience and to resolve any conflicts of interest prior to the CME activity.

Title of Program or Conference: _____ Date _____

Faculty/planner Name: _____ Role: _____

1. Will your presentation(s) include discussion of any commercial products or services?

Yes ____ No ____

2. Do you or your spouse or partner have a financial interest or other relationship with the manufacturer(s) of any of the products or provider(s) of any of the services you will discuss? (Currently or within the last 12 months.)

Yes ____ No _____

If yes to (1) or (2) above, please list the manufacturer(s) or provider(s) and describe the nature of the relationship(s) below.

Signature _____ Date _____