

SAMPLE
Letter of Agreement With a Joint Provider

_____ (Provider A) and _____ (Provider B) agree to work together for the purpose of developing and distributing the following continuing pharmacy education activity:

This activity is being planned to offer _____ contact hours of credit and is scheduled to take place/will be released on _____ and will expire on _____.

While the two organizations agree to work together, final authority for all areas relating to the ACPE Accreditation Standards for Continuing Pharmacy Education will be retained by the ACPE-accredited provider. Areas in which the provider retains final authority include:

- final selection of the activity title,
- final approval of all activity announcement literature,
- final approval of all materials distributed in conjunction with the continuing education activity,
- final approval of the activity schedule and amount of credit to be awarded,
- final approval of the process for determining the basis upon which credit will be awarded,
- final approval of faculty,
- final approval of learning objectives, pharmacist and/or pharmacy technician designation,
- final approval of activity content, activity type (knowledge, application or certificate),
- final approval of learning assessment activity,
- final approval of the activity evaluation form.

Additionally, the ACPE-accredited provider will:

- maintain all records for 6 years,
- issue statements of credit,
- resolve all grievances which are submitted in writing,
- ensure that the Standards for Integrity and Independence requirements are met (all financial relationship disclosures, mitigation of conflict of interest, commercial support and relevant financial relationship disclosure to participants, etc.)
- conduct an assessment of the educational needs of the targeted audience,
- provide guidance to faculty (to include the nature of the target audience, teaching methodology, development and use of instructional materials and learning assessments, and the development of appropriate objectives),
- review and approve all materials and information (including audio-visual aids and educational materials) so as to assure that the activity provides an in-depth presentation with fair balance and full disclosure,
- summarize feedback for pharmacists and/or pharmacy technicians obtained through activity evaluation forms.

The _____ (joint provider) agrees to:

- * pay a fee of _____ to _____ (ACPE-accredited provider) in recognition of the work done. If work is not done satisfactorily or according to defined timelines, a payment withholding of _____ may be applicable.
- * cooperate with the provider and will, in all areas which relate to the CPE Standards, follow the directions given to them by the provider,
- * obtain a written authorization from _____ (administrator) prior to printing/final preparation of audiovisual aids,
- * obtain a written authorization from _____ (administrator) prior to printing of educational materials.

Please see the attached Appendix with the scheduled completion dates for the tasks listed above.

In the event that _____ (joint provider) fails to comply with the requirements stated within this letter of agreement, the provider has the option to decline to provide continuing pharmacy education credit to participants and/or withhold payment as defined in the fee terms above.

Name, Organization (ACPE Accredited Provider)	Date	Name, Organization (Joint Provider)	Date
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SAMPLE
APPENDIX
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Task	Date	Responsibility	
		ACPE Provider	Joint Provider
Selection of the activity title			
Faculty determined			
Obtaining all financial relationship disclosures			
Mitigation of conflict of interest (if applicable)			
Final learning objectives			
Final activity content			
Determination of pharmacist and/or pharmacy technician designation			
Determination of activity type (knowledge, application or certificate)			
Activity schedule and amount of credit to be awarded			
Activity promotional material			
Provide faculty guidance materials			
Educational materials distributed in conjunction with the continuing education activity			
Final approval of learning assessment activity			
Final activity evaluation instrument			
Process for determining the basis upon which credit will be awarded			
Upload credit to CPE Monitor			
Summarize evaluation forms			
Handle all grievances which are submitted in writing			

This document is provided by ACPE as samples towards meeting the requirements of the CPE Standards. The items may need modification and should be altered as necessary to meet the specific needs of each provider.
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