

SECTION: 14 Faculty Affairs

AREA: Continuing Medical
Education

NUMBER: 14.05.13

SUBJECT: Fees for Tilman J. Fertitta Family College of Medicine Continuing Medical Education Services

I. Purpose and Scope

- A. The Tilman J. Fertitta Family College of Medicine (Fertitta College of Medicine) is committed to offering high-quality continuing medical education (CME) activities to its full-time faculty, voluntary faculty, and community physicians.
- B. This policy outlines the conditions under which fees are assessed for CME services. It applies to all departments within the Fertitta College of Medicine that sponsor CME-accredited educational activities.

II. Policy

- A. Departments will not be charged for CME services **if** they do not charge participants for registration or CME credit hours.
- B. Departments who **do** charge registration or CME credit hour fees to participants, the Fertitta College of Medicine Office of Continuing Medical Education will assess the following charges, payable within one (1) month of the activity's conclusion:
 - a. A fee of \$25 per credit hour **or**
 - b. Ten percent (10%) of total registration or CME credit fees received
 - c. A separate fee policy will be established for jointly provided activities upon receipt of provisional accreditation status.

III. Supporting Policy Information

- A. Departments must communicate planned registration and/or CME charges to the Office of Continuing Medical Education a minimum of three (3) months prior to the event.
- B. All payments must be processed through the designated financial channels for the University of Houston.

IV. Definitions

- A. **CME Services:** Administrative and accreditation services provided by the Office of Continuing Medical Education for educational activities.
- B. **Jointly Provided Activity:** An accredited CME activity developed by the College in collaboration with a non-accredited partner.
- C. **Flat Fee / Percentage Fee:** Charges assessed based on a fixed dollar amount or percentage of participant revenue.

V. Disciplinary Action for Non-Compliance

- A. Failure to remit applicable CME service fees within one (1) month of the activity's conclusion may result in suspension of CME services for future departmental activities until the outstanding balance is resolved.

VI. Review and Responsibility

Responsible Party: Director, Continuing Medical Education

Review: Every 2 years

Date Issued: 01/01/2023

Date Approved: 10/06/2025

Next Review Date: 10/06/2027

Responsible Office(s): Office of Continuing Medical Education

Fertitta College of Medicine

Revision and Approval History:

Dean's Cabinet Approval Date 10/06/2025

Date Approved by CMEC: 07/30/2025

Revised to reflect current best practices in CME Operations 03/01/2025