



Paul L. Foster School of Medicine

CME Operating Policy and Procedure

OP: CME Activity Registration Fee Policy

PURPOSE: The purpose of this policy is to provide guidance to activity planning committees and the Office of Continuing Medical Education (CME) on registration fees, discounts and waivers.

REVIEW: This policy will be reviewed Sept. 1 of every odd-numbered year by the director for CME. If a revision to the policy is recommended, the Committee on CME will review and approve changes.

POLICY/PROCEDURE:

1. Policy

The Office of CME is responsible for collecting registration fees under the managed option for planning programs. Registration fees are determined by each activity planning committee. Any discounted or waived fees are determined by the activity director, with the approval of the appropriate fiscal manager, in accordance with TTUHSC El Paso's operating policies and procedures, as necessary.

2. Procedures

- a) The planning committee will determine the fee schedule for each program.
- b) Only the director of the activity planning committee, with the approval of the appropriate fiscal manager, may waive or discount fees. Any discounts or waivers must comply with TTUHSC El Paso's operating policies and procedures.
- c) The activity director or his/her assigned proxy will provide the Office of CME with a list (preferably via email) with the names and contact information of any registrants with waived or discounted fees.
- d) The Office of CME staff will then register these participants, with either no fee or at a discounted rate.
- e) Any participant who arrives on the day of the event claiming their fee should be waived must provide written evidence of a waiver or discount; otherwise, the Office of CME will collect the appropriate registration fee from the participant.
- f) Any participant who is not on the waived or discounted list but who participates will not receive a certificate of completion or credit until the payment is collected.