

SNMMI Joint Provider Program

The Society of Nuclear Medicine and Molecular Imaging (SNMMI) partners with third party organizations to provide accredited continuing education programs to nuclear medicine professionals, including physicians, technologists, pharmacists, and physicists. Through the Joint Provider program qualifying non-profits and for-profit entities can have their educational programs reviewed and awarded credit through SNMMI.

SNMMI accredits continuing education for nuclear medicine technologists through its Verification Of Involvement in Continuing Education (**VOICE**) system, which is recognized by the ARRT, NMTCB and most licensure states. In certain cases, SNMMI can accredit programs for physicians (**AMA PRA Category 1 Credits™**) and pharmacists (**ACPE credits**) through its deemed status with the primary accrediting organizations. SNMMI can also apply for approval for CE credit for physicists via **CAMPEP**.

- To start your application, click here: (<https://www.snmmllearningcenter.org/CECenter/>)
- Please note that in order to complete an application, credit card payment is required. If you require other payment arrangements, please contact **Education Department Staff** at Education@snmmi.org.
- To learn more about the Joint Provider Program, contact **Education Department Staff** at Education@snmmi.org



- IMPORTANT NOTICE -

- Applications for **VOICE credit** must be submitted with all information correct and **complete no less than 30 days prior** to a program.
- Applications for all other credit types (**AMA, ACPE, CAMPEP**) must be submitted with all information correct and **complete no less than 60 days prior to a program**.
- Applicants are not permitted to advertise that a program is approved until official documentation is received from SNMMI. For appropriate language which can be used, please contact the Education Department at Education@snmmi.org.

To start a new activity application: Click the  **Add** link on the right side of the dashboard.

My Activity Applications

Activity Import »

Enter search criteria  STATUS: All  [Reset Filters](#)

 Add

You will be asked questions to determine the type of educational activity you are planning:

New Activity Application

Please answer the questions below. The answers you provide will be used to determine the fees and associated with your application as well as tailor your application to the type of educational activity you are planning. For more information please go to www.snmml.org/jointprovider

Tips for Questions:

1. Has this application been submitted to another RCEEM? If the activity is already accredited to offer credit to technologists, please contact the Education Department at Education@snmmi.org.
2. Are you a Non-Profit or For-Profit Organization?
3. Indicate what type of institution you are:
 - For Profit: Commercial
 - Non-Profits: Hospital/School, Affiliate Organization, or Chapter

Please note that only the following official SNMMI Chapters should click "**Chapter.**" All other Non-Profit organizations should click "**Affiliate Organization**"

Central	New England	Pacific Southwest (Tech Section)
Eastern Great Lakes	New England (Technologist Section)	Pittsburgh
Greater New York	Northern California	Southeastern
Mid-Eastern	Pacific Northwest	Southwestern
Missouri Valley	Pacific Southwest	

4. What type of program do you want to sponsor?

Program types:

- Single Meetings/Live Webcasts occur on a specific date/time.
- Recurring Live Meetings can occur multiple times within an accreditation timeframe
- Enduring Materials are recorded presentations/articles which are approved for a specific accreditation timeframe
- Institutional Providers Multiple Meetings: Hospitals and schools can offer up to 12 separate live meetings in 12 months

5. How long will your program to be in duration? (# of Days)

6. What type of credit are you applying for?

Credit types:

- VOICE is available to all applicants
- AMA/PRA, ACPE and CAMPEP are available only to qualifying non-profit applicants.

Once you complete the questions, the system will start your application. Payment is required upon submission of the application.

Completing your new application:


The application is divided into four sections: **OVERVIEW, ACTIVITY, SESSIONS, FACULTY.**

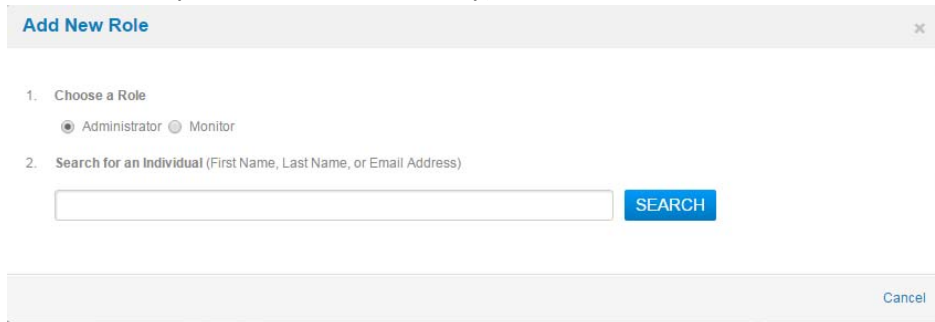



In each section several steps are outlined in the box on the left side. As you complete the requirements of each section, a green "check mark" will show your progress.

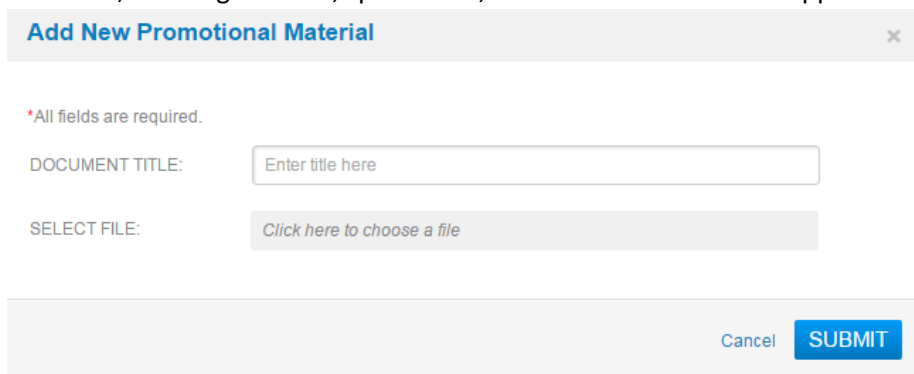
AMA, ACPE and/or CAMPEP CREDIT ACTIVITIES:

Enter **“General Information”** pertaining to your activity where indicated and select **SAVE**. Click on the next step **“Roles”** to continue.

Roles: Use the  **Add** link to add an Administrator (the person coordinating the program) to your application. A new window will appear prompting you to **“Choose a Role”**. Select **“Administrator”** and search by **either** last name, OR first name, OR email in the search box provided. If the individual is not found in our system, you will be prompted to add them as new. Repeat this process to choose an activity **“Monitor”**. *(Note: Monitors cannot be Activity Administrator or Faculty)*



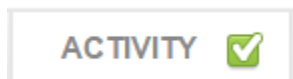
Promotional Materials: Use the  **Add** link to upload documents pertaining to your activity such as promotional materials, meeting outlines, speaker CV, etc. A new window will appear to upload your materials.



Needs Assessment: Repeat the process above to upload Needs Assessment documents pertaining to your activity. A new window will appear to upload your materials. One example of each type of assessment is needed (Prior Activity Evaluation/Needs Survey, Planning Committee or Faculty Correspondence, Other)


Budget: Repeat the process above to upload Prospective Budget documents pertaining to your activity. A new window will appear to upload your materials.

At this point, the **“ACTIVITY” Tab** is now complete and will display a green check.



You can now move on to the next tab by clicking the **“SESSIONS” Tab**.

SESSIONS:


Click the  **Add** link to add your first session. If there are multiple sessions, these steps will be repeated for each new session. Enter **General Information** pertaining to your activity where indicated and select **“SAVE”**. Next, complete the remaining subcategories in the box on the left.

Credits: Select credit types for the session and then SAVE.

CREDIT TYPE	AVAILABLE CREDIT	STATUS
<input checked="" type="checkbox"/> ACPE	N/A	N/A
SESSION FORMAT	TOPIC DESIGNATION	HOURS CEUS
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/> AMA PRA	N/A	N/A
SYSTEM	MODALITIES	CREDITS CASES
<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="checkbox"/> <input type="checkbox"/>
<input checked="" type="checkbox"/> CAMPEP	N/A	N/A
CATEGORY	SUBCATEGORY	MPCEC
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/> VOICE A <input type="checkbox"/> A+	N/A	N/A
I NI R T CEH		
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Participation	N/A	N/A

[Cancel](#) [SAVE](#)

Roles: Optional: you may select an Organizer and Moderator for each session.

Objectives: Click the  **Add** link to enter a new objective. **Please review how to create effective Educational Objectives by clicking on the link provided for more information.** Next, select the “Knowledge Gap” and the “Educational Outcome” which the Objective plans to address. Click the **“ADD”** button to save the objective. Add each objective separately; three objectives are required for each session.

Add New Objective ✕

Note: The ACCME requires that the Overall Educational Outcomes of meetings be “changes in Competence, Performance or Patient Outcomes”. Please plan accordingly and select “Knowledge” as an outcome for less than 50% of the sessions.

*All fields are required.

OBJECTIVE:

GAP:

OUTCOME:

[Cancel](#) [ADD](#)

Presentations:

Select [+ Add](#) to enter a new Presentation. Select “Education” as the **TYPE**. Enter the **NAME** of the Presentation and **START/STOP Times**. (In many cases, this will be a repeat of the information added at the Session level; this system allows for more than one Presentation to be added to a Session.) Next, add the **Faculty** by clicking the [+ Add](#) link. A new window will appear prompting you to “**Search for Faculty**”. Search by either last name, OR first name, OR email in the search box provided. If the individual is not found in our system, you will be prompted to add them as new. If there are multiple faculty in the session, repeat the “add” and search steps. Once all faculty is added select the “**ADD**” button at the bottom of the window. If a session has more than one presentation, repeat this process.

Add New Presentation X

Test Activity
Duration: 60 min

*All fields are required.

TYPE: Education

NAME: test activity

DURATION (MINUTES): 60

Faculty
Total items: 0 [+ Add](#)

NAME	ACTIONS
No faculty	

Cancel **ADD**

Repeat the process above for each Session. When complete, the “**SESSIONS**” Tab is now complete and will display a green check. You can now move on to the next tab by clicking the “**FACULTY**” Tab.

FACULTY: All faculty assigned in the **SESSIONS** section will automatically populate under this section. Please review your faculty to ensure all names are listed. If a name is missing, repeat the previous steps outlined in the “**Presentations**” section of the **SESSIONS** tab (simply click the “edit” link to update).

Actions: All Faculty must be Confirmed prior to application submission.

We recommend that you notify your faculty via an email sent from the system to confirm their status. The email will instruct them to log into the Joint Provider Portal to confirm their participation in their sessions. To have the system send an email to selected faculty, click the box by their name, then click the [✉ Send email to selected faculty](#) link at the top of the list. Choose “**RSVP Notification**” from the list, and click the “**PREVIEW AND SEND**” button. (You can also send your own **Custom Email** by choosing this option.)

Send an E-mail X

*All fields are required.

E-MAIL TEMPLATE: RSVP Notification

Cancel **PREVIEW AND SEND**

During the confirmation process, faculty will be prompted to review or provide their CVs/Bios, Financial Disclosure and in some cases an FDA Product Disclosure. Administrators can monitor confirmations and view information submitted by selecting the “View” link on the far right of the faculty person’s name.

OVERVIEW	ACTIVITY <input checked="" type="checkbox"/>	SESSIONS <input checked="" type="checkbox"/>	FACULTY <input checked="" type="checkbox"/>	REVIEW <input type="checkbox"/>	STATUS
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Enter search criteria <input type="text"/>	<input type="button" value="Search"/>	<input type="button" value="Send email to selected faculty"/>	CONFIRMATION STATUS <input type="text" value="Any"/>
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<input type="checkbox"/>	LAST NAME	FIRST NAME	EMAIL	CONFIRMATION	DISCLOSURES			ACTIONS
					FINANCIAL	FDA	BIO	
<input checked="" type="checkbox"/>				Confirmed	Not Required	TBD	Disclosed	View Change

ACTIVITY SUBMISSION:

Once the “ACTIVITY”, “SESSIONS”, and “FACULTY” sections are completed, the green button which appears on the top of the application will change from “NOT READY TO SUBMIT” to “SUBMIT AND MAKE PAYMENT”. Please review your application prior to submission and click the green “READY TO SUBMIT” Button once your application is ready to be forwarded on for review.

JPP Info Meeting

December 30th, 2016, 05:00 PM - 07:00 PM
 Ref #: CEC02786



OVERVIEW	ACTIVITY <input checked="" type="checkbox"/>	SESSIONS <input checked="" type="checkbox"/>	FACULTY <input checked="" type="checkbox"/>	REVIEW <input type="checkbox"/>	STATUS
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- IMPORTANT NOTICE -

- Applications for **AMA, ACPE, CAMPEP** credit types must be submitted with all information correct and **complete no less than 60 days prior to a program.**
- Applications submitted with missing information, inconsistent session timing, or poorly written learning objectives will not be accepted for review. Applicants will be required to correct issues before the application is forwarded for review.