

WVU Health Sciences Office of Continuing Education

Non-Coordinated Conference

Fees

Administrative Fees

Joint Sponsor: organization outside the WVU Schools of Dentistry, Medicine, Nursing, or participating Professional Programs
Department: The entity seeking credit for the activity.

CE Credit Only Conferences (one type of credit)

	<u>FEE</u>
Conferences designed solely for an internal audience	\$300
Coordinated by a department liaison	\$500
Coordinated by a department liaison and joint sponsored	\$600
Coordinated by a WVU Medicine Joint Sponsor (Non-Morgantown)	\$750
Coordinated by a non-profit joint sponsor (must still have a WVU connection on Planning Committee)	\$1200
Coordinated by a for-profit joint sponsor (must still have a WVU connection on Planning Committee)	\$1500
Cancellation Fee – once approval is provided but prior to conference date	\$200
Repeating Fee per session for duplicate content / sessions	\$30

Additional Fees

“Additional” credit each (cme, nursing, dentistry, etc) each to process applications	\$150
MOC / ABS / ABIM, etc, PARS processing Fees	\$150 per activity + \$5 per attendee

Optional Services (included in Full Service, but available for other activities)

Registration: (MUST include all registrations including paying and non-paying)	<i>\$25 per paying person</i>
Registrations; confirmation letters; payments; deposits, registration lists, status updates, sign-in sheets, walk-ins, no-shows, provide final registration lists.	<i>\$10 per non-paying person</i>
Does not include working the registration desk.	
Targeted E-Mail Blast: (Utilizing WVU HSC Office of CE template)	\$200 minimum
Following receipt of a database request form, an email blast and list will be generated based on the specific specialties and professions selected.	<i>per request</i>

Credit and Recording Fees

<u>< 10 hours</u> - \$10 per person requesting credit	11-20 hours - \$20 per person requesting credit
21-30 hours - \$30 per person requesting credit	31-40 hours - \$40 per person requesting credit, etc.

*Adopted: February 27, 2024
 Amended: October 29, 2024
 Effective January 1, 2025*

*WVU School of Medicine Committee
 on Continuing Medical Education*