

## GUIDELINES

### Application for Continuing Education for California Naturopathic Doctors

The California Naturopathic Doctors Association (CNDA) is an accredited agency for continuing education for California licensed naturopathic doctors (NDs). As such, the CNDA can accept applications for accreditation of continuing education (CE) programs that are valid for California NDs. **Initial**

#### **Application Completion Instructions:**

Completed applications, with all supporting documents, should be faxed to 815-550-2411, or emailed to [admin@calnd.org](mailto:admin@calnd.org), in PDF or Word document formats only. Questions should be directed to the CNDA CE Coordinator at 310-670-8100 or [admin@calnd.org](mailto:admin@calnd.org).

#### **Application Rules:**

##### **Standards to Ensure Educational Relevance**

- Programming must pertain to the practice of Naturopathic Medicine or physician level medicine.
- Programming must be oriented to health care professionals and not oriented toward lay public.
- Presenters must be qualified professionals such as a ND, MD, DO, DC, or PhD, with expertise on subject.
- Approved CE hours are valid for the duration of two-years after the first program occurrence or recording. If approved program should continue to be offered after two-years, an application must be resubmitted. Self-study programs are approved for up to two-years from the date of initial approval.
- **Standards for Independence**
- All CE activities must be independent and free of commercial bias.
- An entity with commercial interest must strictly adhere to the standards outlined in *Addendum 1*.
- ***An entity with commercial interest is any entity producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on, patients.***
- A commercial entity cannot be involved with or have control over content, directly or indirectly.
- **Standards for Conflicts of Interest and Disclosure**
- The applicant must be able to show that everyone who is in a position to control the content of an educational activity (including organizers, educators, and presenters) have disclosed all relevant financial relationships with any commercial interest to the CNDA.
- Relevant financial relationship is defined as financial relationships in any amount, monetary or in-kind, occurring within the past 12 months that may create a conflict of interest.
- Individuals must disclose to learners any relevant financial relationship(s) and the nature of the relationship with commercial interest before each presentation. If no commercial interest exists, this must also be disclosed before each presentation.
- When a disclosure of commercial interest is made, the specific name of the commercial interest is not to be given, such as trade names or branding statements. The commercial interest is to be mentioned in general terms as to not promote the commercial interest through the disclosure.
- An educational program planned by an entity with commercial interest must adhere to additional disclosure requirements as outlined in *Addendum 1*.
- **Standards for Content and Format without Commercial Bias**
- The content or format of a continuing medical educational activity and its related materials must promote improvements or quality in healthcare, and not a specific proprietary business interest.
- Presentations must give a balanced view of therapeutic options.

*\*The CNDA CE application requires that the requesting organization, or party, certify that the program for which they are applying for accreditation complies with the rules set forth in these guidelines. Please contact the CNDA if you need clarification on any portion of these guidelines before applying for accreditation. The CNDA reserves the right to send a representative to any approved program and observe for compliance.*

#### **Application Submission**

Applications are due at least six weeks (42 days) prior to an activity. Applications, with all supporting materials, should be submitted by email to [admin@calnd.org](mailto:admin@calnd.org), as PDF or Word Documents, or faxed 815-550-2411. Partial applications will not be accepted, and must be re-submitted. The CNDA Continuing Education Coordinator complies applications and their supporting documents at the CNDA home office before the application is sent to the committee for review. Partial and incomplete applications are not accepted at any time. Applicants MUST use the checklist, and confirm that all required documents are being submitted at the same time. Applications submitted less than 42 days prior to the program are subject to rush fees (see below). Rush fees must be paid when the application is submitted, and are non-refundable.

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### Application for Continuing Education for California Naturopathic Doctors

#### Normal Fees – For applications submitted 6 weeks (42 days) before a program

All fees are paid on our website at the time of the application. Instructions for payment can be found on page 7. Should any CE hours not be approved, the difference will be refunded to the applicants credit card at the time of approval.

Every application must pay a \$200 non-refundable application fee. Additional fees are required if a completed application is received less than six weeks (42 days) before the program. Please see the schedule below for more information regarding rush fees.

The cost of each CE hour requested is \$50 for the original/initial live activity. Each additional time the same live program is repeated within one year a fee of \$50 per CE hour is charged. For self-study programs, a fee of \$50 per CE hour is charged for each year the self-study program is offered. Self-study CE hours may be paid for up to a maximum of three years from the date of the initially approved activity.

#### Rush Fees – For Applications Submitted 3-6 Weeks Prior to a Program

(Commercial interest entities must submit all materials at least 6 weeks prior to the program, and cannot pay rush fees for their program.)

All applications submitted less than six weeks (42 days) in advance of a program are subject to the rush fee schedule below.

Completed application submitted (35-41 days) in advance of program: \$100

Completed application submitted (28-34 days) in advance of program: \$200

Completed application submitted (21-27 days) in advance of program: \$300

Applications submitted less than three weeks (21 days) before a program will not be accepted.

- Rush fees are in addition to the \$200 application fee.
- Rush fees are non-refundable.
- Rush fees are due at the time of application.

#### Continuing Education Accreditation Fees

The non-refundable fee for CE application is \$200. Partial applications are not exempt from the non-refundable fee. Fees for CE credits are \$50 per credit hour. An organization/company is not charged for unapproved CE hours. Each time the same programming is offered live over the next two years, an additional fee of \$50 per CE hour applies. For self-study programs an additional \$50 per CE hour applies.

#### Example of CE Accreditation Fees

A 2-day program that consists of 10 CE hours, that is repeated one more time with-in two-years, and submitted five weeks in advance of the program:

Application Fee:	\$200
Rush fee:	\$100
CE hours fee for initial program:	\$500 (10 x \$50)
<b>Total Program Fee:</b>	<b>\$800</b>
One additional repeat of program:	\$500 (CE hours fee for initial program)
	(If you offered 2 repeats of the program, it would be \$1000)
<b>Total for Approved CE Application:</b>	<b>\$1300</b>

Please pay all fees through our shopping cart at: <http://stores.modularmarket.com/cnda/cnda-accreditation-for-outside-agencies-c9.php>.

**ADDENDUM 1**  
**APPLICATION INSTRUCTIONS FOR ENTITIES WITH COMMERCIAL INTEREST**  
Application for Continuing Education for California Naturopathic Doctors

***An entity with commercial interest*** is any entity producing, marketing, re-selling, or distributing healthcare goods or services consumed by, or used on, patients.

As of January 1, 2013, the CNDA is accepting applications from entities with commercial interest. Please review this additional application information which is required from entities with commercial interest prior to submitting an application. All presentations submitted for approval must be completely free of mention of commercial product(s) that includes, but is not limited to, supplements, lab services, books, etc.

These rules apply to all applicants with commercial interests seeking accreditation through the CNDA:

1. In addition to the documents required for all applicants, entities with commercial interest must submit the additional following items upon application:
  - Full PowerPoint/slide presentations for each presentation, which shall also include a disclosure slide that is the second slide of the presentation. This disclosure slide is to state the following: "This educational activity has been reviewed and approved by the California Naturopathic Doctors Association and contains no commercially biased information."
  - A copy of the course syllabus and/or all course handouts. These materials must contain a disclosure statement as follows: "These educational materials have been reviewed and approved by the California Naturopathic Doctors Association and contains no commercially biased information."
2. All applications for entities with commercial interest must be submitted at least 6 weeks (42 days) before the program. Rush applications are *not* accepted for programs sponsored by a commercial entity.
3. Any promotional product material or conversations about promotional products must take place outside the lecture hall, in a separate room. Participation in any promotional activities must not be required for accreditation attendance.
4. The CNDA reserves the right to audit any approved activity presented by a commercial interest.
5. Upon request, an entity with commercial interest must supply the CNDA with the names and contact information of attendees receiving CNDA accreditation for attendance at their educational activity.
6. The CNDA reserves the right to contact attendees that receive CNDA accreditation for attendance at an activity provided by a commercial interest. The CNDA may conduct interviews by phone or in person regarding the activity to determine if the guidelines for commercial interests were followed.
7. The CNDA reserves the right to view course materials at any time of a CE event provided by an entity with commercial interest.
8. The CNDA reserves the right to revoke credits if a conference is not carried out by the standards by which it was approved.

**ADDENDUM 1 – continued from page 3**  
**APPLICATION INSTRUCTIONS FOR ENTITIES WITH COMMERCIAL INTEREST**  
Application for Continuing Education for California Naturopathic Doctors

**Penalties For Commercial Applicants If Guidelines Are Not Followed**

1. If slides submitted for review contain inappropriate content<sup>1</sup>, the application will be denied.
2. If slides are found to have inappropriate content, each applying party is given one opportunity for feedback and correction of the material with a \$300 penalty fee.
3. The application for a non-compliant activity will not be approved until all penalty fees have been paid.
4. If an application is denied after the second review the applicant will be charged the full amount of credits applied for, without receiving activity approval.
5. If more than two (2) applications are denied by the same applicant, the applicant will be prohibited from future continuing education application review privileges by the CNDA.
6. If a program is audited and found not to be in compliance with the originally approved activity, the applicant will be prohibited from future approvals by the CNDA, and will be fined \$1,000.

The CNDA Professional Development Committee holds a very high standard for educational programs approved by the CNDA. These additional application requirements for applicants with a commercial interest are to insure that activities approved by the CNDA are free of any commercial bias. Before submitting your materials, please ensure your materials meet the CNDA application for continuing education guidelines. If you have a question prior to submission, please contact our CE coordinator at [admin@calnd.org](mailto:admin@calnd.org).

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<sup>1</sup>**Inappropriate content refers to slide presentations containing:**

1. Incomplete or illegible or otherwise done in a way that is unprofessional or not respectful of our doctors reviewing time.
2. Any mention of commercial product or commercial industry.
3. Any advertising of products with vested interest.



**PROGRAM OVERVIEW**

**Application for Continuing Education for California Naturopathic Doctors**

Date of application: \_\_\_\_\_ Commercial Interest Application: Yes No

Company/Organization Name: \_\_\_\_\_

Contact Name \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone number: \_\_\_\_\_ Fax number: \_\_\_\_\_ Website: \_\_\_\_\_

Program Title: \_\_\_\_\_

Topic(s) of focus: \_\_\_\_\_

Total CE Hours Requested: \_\_\_\_\_ of which \_\_\_\_\_ are general and/or \_\_\_\_\_ are pharmacy hours

Date(s) of Initial Program: \_\_\_\_\_ Location: \_\_\_\_\_ Cost to attend: \$ \_\_\_\_\_

**Additional occurrences of same program within 2 years:**

Additional Date(s) of Program: \_\_\_\_\_ Location: \_\_\_\_\_

Additional Date(s) of Program: \_\_\_\_\_ Location: \_\_\_\_\_

Additional Date(s) of Program: \_\_\_\_\_ Location: \_\_\_\_\_

*Please provide the following materials/information with your application to be complete. Commercial interest must also submit items 10-12:*

*1) Program Overview, 2) Application Checklist, 3) Payment form, 4) Brochure of program; 5) Brief description of each session; 6) Brief CV or Bio of each presenter; 7) Signed Financial Disclosure Forms for planner and faculty; 8) Hourly schedule denoting CE hours requested per session and indicate whether they are general or pharmacy; and 9) Extra Information for Pharmacy Credit\**

*(\*Pharmacy hours can be given if at least 50% of the lecture involves drug and nutrient/herb interactions, prescribing, SE or contraindications.)*

**Commercial interest applications** must include the following additional information per addendum 1: 10) PowerPoint Slides, 11) Syllabus/ handouts, 12) complete application submitted 6 weeks (42 days) before initial program. No rush fees for commercial interest applications.

**Fees:** Non-Refundable Application Fee (\$200) = \$ 200 (a)

CE Hours Requested: \_\_\_\_\_ x \$50 = \$ \_\_\_\_\_ (b)

Additional repeats of program: \_\_\_\_\_ x (b) = \$ \_\_\_\_\_ (c)

Self-study Version (up to 2 years) CE hrs: \_\_\_\_\_ x \$50 = \$ \_\_\_\_\_ (d)

**\*Please note:** Self-study credits do not need to be approved by the CNDA. All self-study materials are self-selected by doctors and reviewed by the NMC upon license-renewal application submission. If you would like to offer this course for self-study (after it has been approved for live credits) and use "Approved by the CNDA" in your marketing materials, you must pay an additional \$50 per CE credit hour. Using this language lets doctors know that the course will be automatically approved for self-study credits by the NMC.

Application Rush Fees = \$ \_\_\_\_\_ (e)

Total (a+b+c+d+e) = \$ \_\_\_\_\_ (f) Fee due in full at time of application

You will only be charged for CE hours approved by the CNDA. If less CE hours are approved than were requested, applicant will be refunded this amount. All fees are due at the time of application. Please see application page 7, for online payment instructions.

*I certify that I have read and understand the rules and guidelines for educational relevance and standards for independence, and confirm that this program meets the guidelines for accreditation:*

Authorized Representative: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



*CNDA response to be returned to the CE provider – For Use By the California Naturopathic Doctors Association Only*

Total CE Hours Approved: \_\_\_\_\_ of which \_\_\_\_\_ are general hrs and/or \_\_\_\_\_ are pharmacy hours

Reasons for CE Hours Not Approved: \_\_\_\_\_

Total Fees Charged: \$\_\_\_\_\_ Fees Refunded: \$\_\_\_\_\_ Date of Refund: \_\_\_\_\_

CNDA Approval: \_\_\_\_\_ Date: \_\_\_\_\_

*Upon approval the CNDA will provide record-keeping and certificate issuance requirements.*



## Application for Continuing Education Accreditation Worksheet

CE Application Checklist	Office Use
1) PROGRAM OVERVIEW (application page 5)	
2) APPLICATION CHECKLIST (this page)	
3) PAYMENT INFORMATION (application page 7)	
4) Brochure of program (applicant provides)	
5) Brief description of each session (applicant provides)	
6) Brief CV or Bio for each speaker/presenter (applicant provides)	
7) PLANNER/FACULTY DISCLOSURE FORM9s) (application page 8)	
8) Hourly schedule denoting general or pharmacy sessions (applicant provides)	
9) Information on drugs, supplements, or herbs to be discussed – only if applying for CE pharmacy hours (applicant provides)	
<b>Commercial Interest Application Additional Requirements *</b>	
Full PowerPoint/slide presentations for each session, including disclosure statement**	
Copies of course syllabus and/or course handouts, including disclosure statement**	
Complete application submitted six weeks (42 days) or more before program date	

\*Only for commercial interests applications. This information is in addition to the other requirements listed.

\*\*See General Guidelines *Addendum 1* for full disclosure statement requirements for commercial interest applications.

-- CNDA CE Coordinator Use Only --

Number of Presenters/ Speakers \_\_\_\_\_ Number of Organizers \_\_\_\_\_ Days Before Program \_\_\_\_\_  
 Number of Disclosure Forms Received \_\_\_\_\_ Number of CV/ Bios Received \_\_\_\_\_ Commercial Interest: Y N

CNDA Notes:

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**PAYMENT INFORMATION**

**Application for Continuing Education for California Naturopathic Doctors**

Program Name: \_\_\_\_\_

Company/Organization Name: \_\_\_\_\_

Payment Date: \_\_\_\_\_

Payment Order ID Number: \_\_\_\_\_

Amount Paid: \$ \_\_\_\_\_

- Full payment is due before submitting an application.
- Payment must include all fees for CE hours, repeat programs, self-study, and rush fees (if applicable).
- Incomplete or partial applications will not be accepted, and are subject to rush fees.
- \$200 application fee and rush fees are non-refundable.
- Visa and Master Card are accepted - no checks.

**Go to this website to make an online payment:**

<http://stores.modularmarket.com/cnda/cnda-accreditation-for-outside-agencies-c9.php>

A link to the payment web page may also be found at: <http://www.calnd.org/apply-for-ce-credit>

**Rush Fee Information**

All applications submitted less than six weeks (42 days) in advance of a program are subject to the rush fee schedule below. Partial or incomplete applications are subject to rush fees as well.

Completed application submitted (35-41 days) in advance of activity: \$100

Completed application submitted (28-34 days) in advance of activity: \$200

Completed application submitted (21-27 days) in advance of activity: \$300

Applications submitted less than 3 weeks (21 days) before a program will not be accepted.

Commercial interest applications will not be accepted less than 6 weeks (42 days) before a program.





**PLANNER/FACULTY DISCLOSURE FORM**

**Application for Continuing Education for California Naturopathic Doctors**

*Each speaker and organizer/coordinator of program must complete and sign a separate form.*

In accordance with independence standards, faculty and planners participating in a CME activity are required to disclose any financial relationship with commercial interests relevant to the CME activity. A "commercial interest" is any proprietary entity producing health care goods or services, used on, or consumed by, patients, with the exemption of non-profit or government organizations and non-health care related companies. Financial relationships are those relationships in which the individual benefits by receiving a salary, royalty, intellectual property rights, consulting fee, honoraria, ownership interest (e.g., stocks, stock options or other ownership interest, excluding diversified mutual funds), or other financial benefit. Financial benefits are usually associated with roles such as employment, management position, independent contractor (including contracted research), consulting, speaking and teaching, membership on advisory committees or review panels, board membership, and other activities from which remuneration is received, or expected. We define relationships to include financial relationships of a spouse or partner. Having a financial interest does not preclude one from participating as faculty or planner; the requirement is to disclose the interest to the CME audience and to resolve any conflicts of interest prior to the CME activity.

Title of Program or Conference: \_\_\_\_\_ Date \_\_\_\_\_

Faculty/planner Name: \_\_\_\_\_ Role: \_\_\_\_\_

1. Will your presentation(s) include discussion of any commercial products or services?

Yes \_\_\_\_\_ No \_\_\_\_\_

2. Do you or your spouse or partner have a financial interest or other relationship with the manufacturer(s) of any of the products or provider(s) of any of the services you will discuss? (Currently or within the last 12 months.)

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes to (1) or (2) above, please list the manufacturer(s) or provider(s) and describe the nature of the relationship(s) below.

Signature \_\_\_\_\_ Date \_\_\_\_\_