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.

**Full Service CE Conferences (one type of credit) – for Conferences accepted before 2017**

*Base Fees for Full Service CE Conference with plenary sessions only*

| 1 Day | $1,000 |

**Profit / Loss**

- Profit: Department and Office of CE will split Profit 50/50
- Loss: Office of CE will receive all fees.

**Additional Fees**

- Breakouts / Workshops per grouped session $100
- Exhibit Fee per exhibit table $40
- Each WVU Medicine Joint Sponsor (Non-Morgantown) $100
- Each Joint Sponsor $150
- Cancellation fee (to be charged if cancelled within 90 days of event): $750 + actual expenses to date
- "Additional" credit (cme, nursing, social work, dentistry, etc) each to process applications $100 each
- Pharmaceutical Grant Applications: (ID info, request info from director/coord., process apps) $200 each

**Full Service CE Conferences (one type of credit) – for Conferences accepted after 2017**

*Base Fees for Full Service CE Conference with plenary sessions only*

| 1 Day | $8,500 |
| 1 ½ Day | $11,000 |
| 2 Day | $15,000 |
| 3 Day | $20,000 |

**Additional Fees**

- Breakouts / Workshops per grouped session $100
- Exhibit Fee per exhibit table $40
- Each WVU Medicine Joint Sponsor (Non-Morgantown) $100
- Each Joint Sponsor $150
- Conference originating from a for-profit outside organization $2,000
- Cancellation fee (to be charged if cancelled within 90 days of event): $750 + actual expenses to date
- "Additional" credit (cme, nursing, social work, dentistry, etc) each to process applications $100 each
- Pharmaceutical Grant Applications: (ID info, request info from director/coord., process apps) $200 each

**Credit and Recording Fees**

- **< 10 hours** - $10 per person requesting credit
- **21-30 hours** - $30 per person requesting credit
- **31-40 hours** - $40 per person requesting credit, etc.

Adopted: March 29, 2017
Effective January 1, 2018
WVU School of Medicine Committee on Continuing Medical Education