

WVU Health Sciences Office of Continuing Education  
**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.

**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

**11-20 hours** - \$20 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*