

Office for Continuous Professional Development

Continuing Medical Education (CME)/Continuing Education (CE)

Administrative Fee Schedule Effective 01/01/2025

PURPOSE: The Office for Continuous Professional development (OCPD) Continuing Medical Education (CME) program is dedicated to supporting over 500 accredited education activities annually. The OCPD/CME accredits quality education to ensure the Vanderbilt University Medical Center (VUMC) workforce can meet requirements for maintenance of licensure, maintenance of certification, and credentialing. OCPD/CME supports lifelong learning practices by facilitating access to educational opportunities that are designed to (1) reinforce current standards of care, (2) contribute to improvements in competence, and (3) facilitate improved practice performance and outcomes.

FEES: The OCPD/CME Office is a service provided and supported by VUMC for the VUMC healthcare workforce. As such, CME/CE internal activities developed by faculty for faculty and other healthcare professionals at VUMC are financially supported at no charge to the individual or sponsoring department. For CME/CE activities that include non-VUMC learners (external activities) and/or CME/CE that includes a registration fee and/or commercial support, please incorporate the below fee schedule policy into your planning budgets. The fee schedule is meant solely to defray the overhead costs of the OCPD/CME Office. Administrative fees may be adjusted per the discretion of the OCPD/CME Office. We reserve the right to attend the events to ensure compliance with ACCME standards, especially for first time applicants. Travel expenses incurred to attend the event will be added to the total OCPD/CME fees.

NOTE: If you are seeking a grant and plan to incorporate CME/CE activities please contact OCPD/CME to discuss cost allocation for the grant.

CME Tier 1	\$3,000	0-15 Faculty
CME Activity Tier 2 w/Commercial/Exhibit	\$3,500	0-15 Faculty
CME Activity Tier 3	\$4,000	16-30 Faculty
CME Activity Tier 4 w/Commercial/Exhibit	\$4,500	16-30 faculty
CME Tier 5	\$5,000	31-45 Faculty
CME Activity Tier 6 w/Commercial/Exhibit	\$5,500	31-45 Faculty
CME Tier 7	\$6,000	>45 Faculty
CE (APA) Activity Fee	\$3,000	N/A
Joint CME/APA Activity Fee	\$2,000	Combined w/above CME Tier
Rush Application Fee	\$350-\$750	All activities are not eligible for rush processing. Contact OCPD/CME for details

*10% fee applied to invoices paid late