

MSPEI 2018 CME FUNDING APPLICATION

Applications are accepted up until January 31, 2019, for eligibility in the 2018 program

Name: _____ FFS Contract Sessional

TITLE OF SOFTWARE/BOOK: _____

COURSE: _____ Proof of Attendance

DESTINATION: _____ TRAVEL MODE: _____ START DATE: _____ END DATE: _____

Please provide all receipts. PEI Provincial Travel Policy is available online at mspei.org/travelpolicy. Daily exchange rates will be used without proof of exchange rate from your credit card provider (copy of statement). Mileage is calculated at \$0.495 /KM. Meals are calculated on a per diem basis of \$50/full day of travel or \$10/breakfast, \$15/lunch and \$25/supper for less than full days providing meals are not included as part of the conference.

Date	Software/Books	Registration	Mileage	Air Fare	Taxi/Public Transport	Parking Tolls	Lodging	Meals			Total
								Breakfast	Lunch	Dinner	
TOTAL:											

I certify that the above statement of expenses were incurred by me while attending Clinical Medical Education.

SIGNATURE _____ DATE ____/____/2018

FOR OFFICE USE ONLY:

Total Reimbursement Request			Reviewed By:	Member in Good Standing	EXCHANGE RATE
Previous 2018 CME Claims	\$	\$2000/max per year		<input type="checkbox"/> YES	
Total Amount Due:	\$				

MSPEI 2018 CME FUNDING APPLICATION

MSPEI 2018 CME Funding Guidelines

The MSPEI Continuing Medical Education (CME) Funding program subsidizes costs related to defined CME activities for eligible MSPEI members up to a maximum of \$2000 annually based on available funding.

APPLICATION DEADLINES 2018

Applications are accepted beginning January 1, 2018 to January 31, 2019, for eligibility in the 2018 program.

PAYMENT

Approved applicants may receive up to \$2000 annually. Funds are limited and released to approved applicants according to the date application is received.

ELIGIBILITY

Applicants must be members of MSPEI in good standing:

Fee-for-service, Sessional and/or contract;

APPLICATION PROCESS

To apply, please complete the attached application form must be received and include relevant documentation, as described. Applications are accepted by mail, fax, or electronically.

Applications are reviewed on a first-come, first-serve basis and MSPEI reserves the right to determine the final outcome of each application.

REQUIRED DOCUMENTATION To expedite processing, please ensure all necessary documentation is included with the application as outlined below. Incomplete applications will not be processed.

Registration for accredited courses or conferences

A registration receipt and confirmation of obtained CME credits is required.

Registration for medical professional annual meetings offering CME

Applications must include a registration receipt and information outlining the CME component and proof of attendance. MSPEI and CMA Annual Meetings are excluded.

Home-centered CME

A receipt is required for the cost of programs approved by the College of Family Physicians of Canada, The American Academy of Family Physicians or an equivalent organization representing a specific specialty. Associated hardware expenses (computers, etc.) will not be considered.

Software

The cost of software required for CME will be considered if accompanied by a written description of the benefits specific to CME (e.g., Up-to-Date). Receipts for software must be for purchase within the current CME fiscal year.

Certification Examinations

If not otherwise funded, CCFP and specialty exams (i.e. ER certification within the CCFP) for practicing family physicians.

Travel

Applications can now include reimbursement for costs associated with CME travel. All expenditures must have incurred in 2018

SUBMISSIONS Please submit application to: The Medical Society of PEI via: Post: 2 Myrtle Street, Stratford PE, C1B 2W2, or Fax: (902) 566-3934, or Email: admin@mspei.org

QUESTIONS Please contact Heather Mullen at 902-368-7303 (ext. 103) or via email at heather@mspei.org