

MSPEI 2018 CME FUNDING APPLICATION & GUIDELINES

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	
<i>I certify that the above statement of expenses were incurred by me while attending Clinical Medical Education.</i>										TOTAL:	

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:	\$				

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APPLICATION DEADLINES 2018

Effective immediately, members are now required to submit their CME expenses for reimbursement within 90 days of the expenses being incurred.

Date CME Expenses incurred/course attended	Date required of submission
January to June 2018	Sept 30, 2018
July 2018	Oct 31, 2018
August 2018	Nov 30, 2018
September 2018	Dec 31, 2018
October/November/December 2018	Jan 31, 2019

PAYMENT

Reimbursements are limited to \$2,000 per member, however, members are encouraged to submit the full costs of related CME expenses. Should there be funds remaining at the end of the fiscal year, an additional reimbursement payment – beyond the \$2,000 – may be issued.

ELIGIBILITY

Applicants must be

- members of MSPEI in good standing and
- Fee-for-service/Sessional/Contract

APPLICATION PROCESS

Applications are reviewed on a first-come, first-serve basis and MSPEI reserves the right to determine the final outcome of each application. **Please be sure to include all supporting documents (i.e. receipts, proof of attendance, proof of CME credits obtained) with your 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 (including 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. PEI Provincial Travel Policy is available online at mspei.org/travelpolicy.

SUBMISSIONS Please submit application to: The Medical Society of PEI via:

Post: 2 Myrtle Street, Stratford PE, C1B 2W2

Fax: (902) 566-3934

Email: admin@mspei.org

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