

# Disclosure Instructions

## **Introduction:**

Many healthcare professionals have financial relationships with ineligible companies. These relationships must not be allowed to influence accredited continuing education. The accredited provider is responsible for identifying relevant financial relationships between individuals in control of educational content and ineligible companies and managing them to ensure they do not introduce commercial bias into the education.

## **What Do I Have to Disclose?**

Financial relationships of any dollar amount related to the business lines or products of the ineligible company within the prior 24 months. There is no minimum financial threshold; individuals must disclose all financial relationships, regardless of the amount, with ineligible companies. Individuals must disclose regardless of their review of the relevance of the relationship to education. Disclosure information must include the name of the ineligible company and the nature of the financial relationship.

## **What is an ineligible company (commercial interest)?**

An ineligible company, commercial interest, is any entity whose primary business is producing, marketing, selling, re-selling, or distributing healthcare products used by or on patients.

The ACCME does not consider providers of clinical service directly to patients to be commercial interests – unless the provider of clinical service is owned, or controlled by, and ACCME-defined commercial interest. <https://www.accme.org/faq/what-accmes-definition-ineligible-company>

## **Examples of financial relationships:**

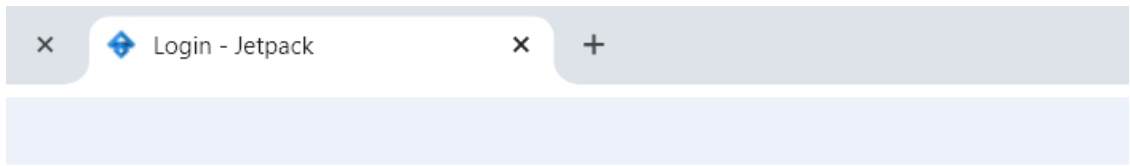
Employee, researcher, consultant, advisor, speaker, independent contractor (including contracted research), royalties or patent beneficiary, executive role, and ownership interest. Individual stocks and stock options should be disclosed; diversified mutual funds do not need to be disclosed. Research funding from ineligible companies should be disclosed by the principal investigator even if that individual's institution receives the research grant and manages the fund.

## **Completing/Updating Online Disclosure Form:**

### **System Access**

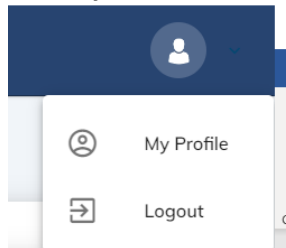
- **For existing users**, log into your ACEP account at <https://acep accreditor.com/>
  - Select ACEP SSO
  - Click 'Sign In'
- **For new account creation**, go to <https://acep accreditor.com/>
  - Select ACEP SSO
  - Click 'Sign In'
  - Scroll down and click 'Create Account'

You will then be able to log in with the username and password you created.

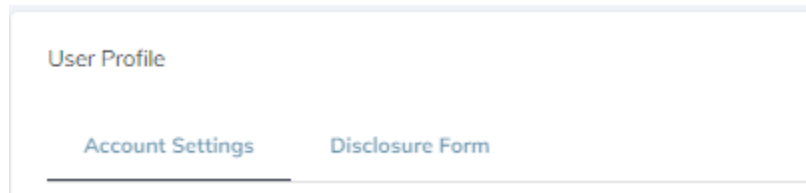


**Completing Disclosure Form:**

- Click on your profile picture, then on "my Profile"



- Click on "Disclosure Form"



- If you have no relationships to report, click on "No" and save the form.

Do you have any financial relationships with ineligible companies to disclose?

- Yes  
 No

Thank you for confirming. If you have any future disclosures, please come back to this form and update the question above and enter your relationship(s).

- **If you have relationships to report, click on “Yes”, then “Add Disclosure”**

Do you have any financial relationships with ineligible companies to disclose?

Yes  
 No

Disclosure(s)

[Add Disclosure](#)

Items per page: 1... 0 of 0 < >

- **Enter the company name and the nature of relationship/s:**

[Add Disclosure](#)

[Save](#) [Back](#)

Company Name

Select Option

Nature of Relationship

Salary  
 Royalty  
 Intellectual Property Rights  
 Patent Holder  
 Consulting Fee  
 Non-CME Services (e.g., speakers' bureaus)  
 Contracted Research  
 Advisory Board  
 Ownership Interest (e.g., stocks, stock options, or other ownership interest) - excludes diversified mutual funds  
 Other

- **Add any notes, start/end date and today's date, then click on save:**

COI Additional Notes

Relationship Start Date


Relationship End Date

Last Completion Date

[Save](#) [Back](#)

- **Scroll to the bottom of the page and click save again.**

Previous Reported Date

Save