



JOINT PROVIDER AGREEMENT FOR ACCREDITED CONTINUING EDUCATION

In support of improving patient care, AKH Inc., Advancing Knowledge in Healthcare (AKH) is jointly accredited by the Accreditation Council for Continuing Medical Education (ACCME), the Accreditation Council for Pharmacy Education (ACPE), and the American Nurses Credentialing Center (ANCC), to provide accredited continuing education for the healthcare team.

AKH can jointly provide educational activities with other organizations. The collaborating organization may **not** be an ineligible organization. The CE Accredited provider is referred to as the **provider** of the educational activity. The other organization(s) are referred to as the **joint-provider(s)** of the educational activity. In the event that two or more organizations are CE accredited or approved, one will act as the provider of the educational activity and the other(s) will act as the joint-provider(s).

A non-commercial sponsor is defined as an entity that provides support, either financial or in-kind, but does not fit the category of ineligible company. Examples would be hospital settings, pharmacies, government agencies or businesses, etc. An ineligible company is one whose primary business is producing, marketing, selling, re-selling, or distributing healthcare products used by or on patients.

What is an ineligible company? See this [link](#)

As a jointly accredited provider, AKH must be involved in planning, implementing, and evaluating the educational activity to include: developing objectives and content; selecting planners, presenters, faculty, authors and/or content reviewers; awarding CE hours; recordkeeping procedures; developing evaluation methods; and managing commercial support and/or sponsorship.

Accredited continuing education can be awarded to several professionals within the healthcare team or to a single type of professional. Credits may be applicable to: doctors, nurses, pharmacists, nurse practitioners, physician assistants, dentists, dietitians, psychologists, social workers, and optometrists.

Decision-making responsibility may be shared collaboratively between AKH and the jointly-providing organization(s), however final responsibility rests with AKH when awarding accredited CE. As the accredited CE provider, AKH is the final arbitrator on all matters regarding this CE activity and it is responsible to the Joint Accreditation for the management and operation of this activity in accordance with the Joint Accreditation Criteria.

AKH, acting as the provider of the educational activity, is responsible for obtaining a written Joint provider agreement signed by an authorized representative of the joint provider that includes the following:

- Name of Jointly Accredited provider acting as the provider - AKH
- The name(s) of the organization(s) acting as the joint-provider(s)
- Statement of responsibility of the **provider**, including the provider's responsibility for:
 - Determining educational objectives and content
 - Selecting planners, presenters, faculty, authors and/or content reviewers
 - Awarding of CE credits
 - Recordkeeping procedures
 - Evaluation methods
 - Management of commercial support and non-commercial sponsorship
- Name and signature of the individual legally authorized to enter into contracts on behalf of the provider
- Name and signature of the individual legally authorized to enter into contracts on behalf of the joint-provider(s)
- Date the agreement was signed

Process for collaborating with a Joint Provider	
1.	Hold a discovery call with Joint Provider (JP) to determine if they are an eligible or in-eligible company and what the scope of the activity/course/conference is that they are thinking about.
2.	Discuss roles/responsibilities of JP and AKH so both are clear on expectations. Enter into a JP Agreement that delineates responsibilities and AKH fees.
3.	Work with JP to complete the planning form for activity/course which contains all pertinent information. Based on Needs Assessment, LOs and preliminary outline of activity/course/conference are discussed and determined with all final decisions made by AKH.
4.	Identify planning committee members from the JP and AKH. Send a link for all to complete the Disclosure form and have all potential COIs mitigated. Introduce Bernadette Makar MSN, RN NP-C, APRN, BC as AKH NP who will be planning activities with them.
5.	All planners work together to create content/slides to complement the outline identified. AKH NP reviews all content and identifies Pharmacology time for the content. Most communication is done via email/conference calls.
6.	If commercial support is obtained, an LOA is signed with supporters and kept in files. Full disclosure is provided via frontmatter so the learner can see it.
7.	AKH creates the frontmatter, evaluation form and certificate and provides the JP with a link to the eval/posttest/certificate to disseminate to all attendees with the frontmatter.
8.	If this is an enduring material, a post test is created for which the learner must obtain a 70% pass rate. The PT questions can be created by the faculty, JP pr AKH, but AKH has final decision on all content and post test questions.
9.	If other professionals are involved as members of the target audience, AKH or JP will include representatives on the planning committee, and all will have opportunity to change/modify content if necessary.



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This educational activity is being jointly provided by AKH Inc., Advancing Knowledge in Healthcare (provider) and the Joint provider Anxiety Institute:

Title of Activity	OCD & Autism; ARFID; Pharmacotherapy
This activity is designed as a(n) Check all that apply)	☐ Live Activity -An activity where the learner participates in real-time at a specific date/time. ☐ In-Person ☐ Virtual ☒ Enduring Activity -An activity where the content is available for the learner to complete at a time and place of the learner's choosing. ☐ On-Line ☐ Print ☐ Journal CME/CE -An activity in which the learner reads one or more articles, or adapted formats, from a peer-reviewed professional journal. ☐ Other/Blending Learning - An activity that uses blended, new, or unique approaches to learning, and that does not fit into one of the established activity types
Activity Date(s) (If enduring please list release and expiration)	TBD
Total number of CE Hours	OCD & Autism 4 CE credit hours; ARFID CEDS 3 CE credit hours; Pharmacotherapy 4 CE credit hours
President, AKH Inc., Advancing Knowledge in Healthcare	Dorothy Caputo, MA, BSN, RN
AKH AANP Nurse Planner	Bernadette M. Makar, MSN, RN, APRN, BC, NP-C
Credit to be provided for activity	☐ IPCE ☐ ACCME ☐ ACPE ☐ ANCC ☐ AANP ☒ AAPA ☐ AANA ☐ CDR ☐ APA ☐ ADA CERP ☒ ASWB ☐ Other:
Duration of Enduring Activity	☐ One year ☒ Two year ☐ Three Year ☐ N/A <i>*AANP allows up to two years without a new review</i>
If enduring, will the activity be hosted on the AKH site?	☐ YES ☐ NO ☒ N/A

Following is the list of responsibilities of AKH as the provider:

- Mitigation of disclosed relationships
- Disclosure of financial relationships and commercial support to learners
- Determining appropriate number of and awarding credit
- Development of evaluation method and instrument
- Composition of CE Certificate
- Recordkeeping

Following is the list of responsibilities of JP:

- Determining educational learning objectives and content in conjunction with the provider
- Selecting planners, presenters, faculty, authors and/or content reviewers with the provider
- Collection of Disclosure forms from JP planning committee members and faculty for mitigation by AKH
- Design/development of:
 - Registration site
 - Marketing Material
 - Handouts/Syllabus
 - *ABOVE TO BE APPROVED BY AKH PRIOR TO DISTRIBUTION*



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- If live activity/conference: Management and staffing of onsite activity, including attendees sign in onsite and receive name badges, venue, printing of onsite documents, Audio-visual supplies, food/refreshments
- Submission of budget reconciliation and outcomes reporting to grantors, if appropriate
- Issuance of faculty honoraria
- JP agrees to notify AKH of any changes in website design or structure which may impact compliance with accrediting bodies.
- JP Planning Document and other forms required by provider

Responsibilities of both provider and JP:

- Management of commercial support or non-commercial sponsorship
- Completion of planning documents to include:
 - CE planning Document
 - Needs Assessment
 - Gap analysis worksheet and/or planning table
- Identification of practice gaps and underlying causes
- Compliance with all CE policies and regulations with regard to continuing education activities.
- Management of and adherence to approved budget
- Assurance that no funds or other in-kind resources from commercial supporters are paid or provided directly to any faculty/planners or others involved
- Receipt of grant(s) from commercial supporter

Evaluation Process and Summaries

- For Live activities, the evaluation process will close two (2) weeks post activity
- For Enduring activities, the evaluation process closes on the expiration date of the activity.
- JP agrees to submit the learner totals for enduring materials or ongoing live activities **upon request** using the excel format provided, if not using the AKH system. *See attached Spreadsheet
- Learners will incur a \$25 fee for Duplicate certificates.

If grant funding is being sought:

JP to write proposal and budget

☐ AKH **Or** ☐ JP to submit grant applications (If AKH, \$xx fee per submission.)

Post Activity Evaluation forms/Issuance of Certificates will be managed and summarized by:

☒ linked to AKH for learner completion

Outcomes development, analysis, status reports, and submission will be managed by:

☐ JP **Or** ☐ assigned to AKH for additional fee ☒ N/A

JP is responsible for submitting budget reconciliations to each grantor/supporter and AKH within 30 days of close of activity:

☐ Yes Please Initial: _____ ☒ N/A

Financial considerations are often not part of the joint-provider agreement. However, there may be decisions related to costs or revenue and those can be included below. If exchange of money is included as part of the agreement, it is recommended that the financial arrangements be stipulated in the joint-provider agreement. Joint-providing an educational activity is a collaborative venture that requires the direct involvement of AKH. Credit or Contact Hours may not be purchased or approved after content is created.



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Termination Clause

Both AKH and JP shall have the right to terminate this Agreement upon thirty (30) days written notice without cause. In the event of any termination pursuant to this Agreement, all licenses granted hereunder shall terminate and the parties shall cease from using the other party's information and logo and AKH shall cease work on JP activities as of the termination date. Notwithstanding the termination date, if payment has been made by JP based on the cost and deliverables detailed in the joint providership agreement a refund will only be given based on the amount of work completed to date and if the activity(s) have launched.

Cancellation Policy: Live Activities

1. Activity Content Reviewed - No refund
2. Activity Content Not Reviewed - 50% refund for the canceled activity
3. Activity re-scheduled (\$500 change of date fee)

Cancellation Policy: On-Demand Activities

1. Activity Launched - No refunds for the terminated activity
2. Activity in production - 25% refund for the terminated activity
3. Activity not in production - 50% refund for the terminated activity

FINANCIAL AGREEMENT

The following is a description of the financial responsibilities of AKH and JP:

JP agrees to pay AKH the total sum \$4,837.00 as detailed below. **Payment is due upon invoice.**

Description:

- **Two enduring courses for a fee of \$4,100.00 with a discount for not doing one of the live webinars of 1,363.00 the total is \$2,737.00**
- **\$2,100.00 Enduring OCD & Autism –(July 1, 2026)- 4 CE credit hours for ASWB, APA, New York Social Work, and New York Psychology**
- **\$2,000.00 ARFID – (July 1, 2026)–3 CE credit hours for ASWB, APA, New York Social Work, and New York Psychology**
- This JPA must be renewed on **June 30, 2028.**

Accredited organization: AKH Inc., Advancing Knowledge in Healthcare

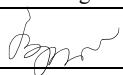
Representative Name, and official title: Dorothy Caputo, President

Signature of AKH Representative:  Date: 06-11-2026

By signing this agreement, I have read and agree to the terms listed above.

Joint Provider Name/Agency: Anxiety Institute

Representative Name and official title: Birgitta Johnson

Signature of Representative:  Date: 6/11/26

Address: 75 Holly Hill Lane Greenwich CT 06830

Phone: 6122804503

Email address: bjohnson@anxietyinstitute.com



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Structured Self-Assessment Related to ACCME's Definition of an Ineligible Company

	Yes	No
1. Does your organization, or a part of your organization, produce, market, re-sell, or distribute healthcare products used by or on patients?	☐	☐
2. Does your organization advocate for, or on behalf of, an ineligible company?	☐	☐
3. Does your organization develop, or assist in the development of, non-accredited education in collaboration/partnership with ineligible companies?	☐	☐
4. Does your organization have a parent company (a separate legal entity that owns or fiscally controls an organization) that... ○ produces, markets, re-sells, or distributes healthcare products used by or on patients, and/or... ○ advocates for, or on behalf of, an ineligible company? ○ develops, or assists in the development of, non-accredited education in collaboration/partnership with ineligible companies?	☐	☐
5. Does your organization have a sister company (a separate legal entity which is a subsidiary of the same parent company that owns or fiscally controls an organization) that... ○ produces, markets, re-sells, or distributes healthcare products used by or on patients, and/or... ○ advocates for, or on behalf of, ineligible companies? ○ develops, or assists in the development of, non-accredited education in collaboration/partnership with ineligible companies?	☐	☐
5a. If Yes to 5, Does your organization share management, employees, or governance structure with the sister company?	☐	☐
5b. If Yes to 5, Are any owners, employees, or agents of the sister company involved in the planning, development, or implementation of educational content?	☐	☐
5c. If Yes to 5, Does the sister company control or influence, in whole or in part, the operations of your organization?	☐	☐

If your organization answers yes to any of these questions, it would likely be defined by ACCME as an ineligible company. If after answering these questions your organization still has questions regarding its status, you may wish to request that the ACCME conduct a corporate structure review.

An organization may contact the ACCME directly at info@accme.org to request that ACCME perform a corporate structure review. There is a fee for a corporate structure review.



 Signature of Representative

6/11/26

 Date