**AAPM&R Course Endorsement Application**

Thank you for your interest in AAPM&R endorsement of your educational activity. Attaining AAPM&R endorsement is a process that involves the submission of certain materials to AAPM&R’s CME Committee and an understanding of the conditions under which AAPM&R agrees to provide endorsement. AAPM&R’s CME Committee reviews and approves all activities for endorsement. To submit your activity for potential endorsement, please complete the following information and return to [education@aapmr.org](mailto:education@aapmr.org).

**Activity Information:**

Activity Title:

Date of the Activity:

Location:

Expected Attendance:

Activity Website:

Sponsoring Organization (please spell-out full name):

**Activity Director:**

Name:

Title:

Organization:

Address:

Phone:

Email:

**Please answer the following questions:**

|  |  |
| --- | --- |
| Is the major educational focus of the program relevant to physiatrist? | Yes  No |
| Is at least one AAPM&R member on the planning committee and/or faculty for this activity? | Yes  No |
| Is the activity designed for educational (i.e., not promotional) purposes? | Yes  No |
| Content for this activity, including any presentation of therapeutic options, will be well-balanced, evidence-based and unbiased? | Yes  No |
| Are you expecting, and targeting, a multi-national audience of participants for your conference? | Yes  No |
| Are you willing to share a list of the names and addresses of course participants? | Yes  No |
| Attached to this application is the following: Course literature including a draft of the course brochure and course objectives, faculty in attendance and/or promotional materials. | Yes  No |

**Please indicate your agreement with the following:**

|  |  |
| --- | --- |
| AAPM&R’s logo will be used in accordance with AAPM&R’s graphic standards. | Agree  Disagree |
| AAPM&R assumes no financial responsibility or liability for the program. | Agree  Disagree |
| This endorsement only applies to this single activity and must be renewed for future activities. | Agree  Disagree |
| AAPM&R does NOT provide financial sponsorship for AAPM&R members to attend non-AAPM&R activities as participants or faculty. | Agree  Disagree |
| If approved, my organization is prepared to pay a fee of $4,500 for endorsement, which includes use of the ASGE logo, a one-time use of the AAPM&R U.S. member mailing list, listing on the AAPM&R website under the section titled “endorsed educational activities,” inclusion in an Academy e-newsletter of choice (including the Resident Physician Council) to be sent by AAPM&R (member email addresses would not be provided). | Agree  Disagree |
| In the event this activity is canceled, refunds will not be issued, nor will the application fee be transferred to any future courses. | Agree  Disagree |

Please submit any available information about your activity, including activity agenda, faculty and/or promotional materials with this application. The activity director must sign below to confirm the accuracy of the information included, and agreement with the above conditions if the activity is approved.

If your endorsement is approved, you have access to a one-time use of the AAPM&R member U.S. mailing list. Depending on your target audience, you can obtain the complete membership list (quick pick) or a customized list. Please not, the mailing list only contains physical mailing addresses, it does NOT include email addresses. In order to obtain this mailing list, you will need to complete the following information:

**Quick pick**

U.S. MEMBERS ONLY (all member categories)

**OR, Customize a list**

BY MEMBER CATEGORY(IES):

Fellows  Associates  Residents

**Fellows:** Passed both parts of the American Board of Physical Medicine and Rehabilitation (ABPMR) Exam

**Associates:** Completed their residency training or passed Part 1 of the ABPMR exam

AND/OR BY STATE(S):

All States  Specific States Only (PLEASE SPECIFY BELOW:)

AL, AK, AZ, AR, CA, CO, CT, DE, FL, GA, HI, ID, IL, IN, IA, KS, KY, LA, ME, MD,

MA, MI, MN, MS, MO, MT, NE, NV, NH, NJ, NM, NY, NC, ND, OH, OK, OR, PA, RI,

SC, SD, TN, TX, UT, VT, VA, WA, WV, WI, WY

Indicate what states by using their abbreviations:

**Signature**

I confirm the accuracy of the information provided and agree to the conditions listed above if the activity is approved for endorsement. I also confirm I have read and agree to abide by the *AAPM&R Endorsement Mailing List Usage Policy* listed on page 3 of this application.

Program Course Director Signature Date

Please return this form, along with supporting materials to [education@aapmr.org](mailto:education@aapmr.org)

**AAPM&R Endorsement Mailing List Usage Policy**

**Processing**

A sample of the material you wish to distribute, must be emailed, mailed or faxed to AAPM&R for approval. Make sure you have read and are following AAPM&R’s graphic standards**.** AAPM&R requires pre-approval of items to be distributed to its members and is the sole judge of the suitability of materials. There is a required minimum of a 10-day lead time to process list orders from date of endorsement approval and sample mailing receipt. Payment must be received in advance of delivery of AAPM&R membership list. **It is recommended that you don’t print your marketing materials until you’ve obtain approval from AAPM&R.**

**Usage Policy**

AAPM&R membership names and addresses are proprietary and are protected by copyright. AAPM&R is the sole owner of the membership names and addresses and provides its mailing list electronically for one-time use for each approved endorsement. AAPM&R requires pre-approval of all items to be mailed and is the sole judge of the suitability of materials for mailing to its members. AAPM&R reserves the right to deny requests where the purpose or use may not be considered in the best interests of AAPM&R or its members. Usage of AAPM&R mailing lists to vendors and outside entities is not a guarantee of the product or service being marketed. Unless expressly agreed by AAPM&R in writing, any representation by the buyer(s) and/or his client(s) or agent(s), whether overt or implied, of AAPM&R guarantee of a product or service is prohibited.

**AAPM&R specifically prohibits use of its membership names and addresses for the following purposes:**

* Copying and entering names and addresses from the provided labels into a client’s computer database for any purpose; this applies to duplication and/or storage in any form by any means, electronic, mechanical, photocopying, recording, or otherwise. Violations are subject to prosecution under federal copyright laws.
* Membership recruitment mailings or related promotions for external organizations.
* Announcements of educational programs, equipment, or other products and services not related in some way to the field of physical medicine and rehabilitation except for specific AAPM&R-sponsored membership programs/services provided by commercial firms.
* Use of member names and addresses for on-site visits to members’ homes/offices for any reason.

**In addition:**

* AAPM&R shall not act as a broker for any product or service provided directly by the purchaser (or their clients) of the mailing lists.
* Direct mailing list brokers or other third-parties soliciting the AAPM&R membership mailing labels on behalf of a client assume total responsibility for timely payment to AAPM&R, regardless of the client’s payment standing with the broker or third-party.
* Use of the list is one-time only and limited exclusively to the specific offer or service as described in the mailing sample submitted in conjunction with the order form.
* Payment is due in advance.
* AAPM&R does not provide email addresses or authorize usage of Academy email lists.
* The use of AAPM&R membership names and addresses in any of the ways prohibited shall be cause for, at a minimum, permanent disqualification of the buyer(s) and/or his client(s) or agent(s) from use of the AAPM&R membership mailing list. Violation of this policy as set forth above may also be grounds for legal action.