

WVU Health Sciences Office of Continuing Education  
**Non-Coordinated Conference**  
**Fees**

**Administrative Fees**

*Joint Sponsor:* organization outside the WVU Schools of Dentistry, Medicine, Nursing, or participating Professional Programs  
*Department:* The entity seeking credit for the activity.

<u><b>CE Credit Only Conferences (one type of credit)</b></u>	<u><b>FEE</b></u>
Conferences designed solely for an internal audience	\$200
Coordinated by a department liaison	\$450
Coordinated by a department liaison and joint sponsored	\$500
Coordinated by a WVU Medicine Joint Sponsor (Non-Morgantown)	\$750
Coordinated by a non-profit joint sponsor	\$1000
Coordinated by a for-profit joint sponsor	\$1500
Cancellation Fee – once approval is provided but prior to conference date	\$150
Repeating Conference Fee per session	\$30

**Additional Fees**

“Additional” credit each (cme, nursing, dentistry, etc) each to process applications	\$100
Pharmaceutical Grant Applications each: (ID info, request info from director/coord., process apps)	\$100

**Optional Services (included in Full Service, but available for other activities)**

<b>Registration:</b> Registrations; confirmation letters; payments; deposits, registration lists, status updates, sign-in sheets, walk-ins, no-shows, provide final registration lists. Does not include working the registration desk.	\$15 <i>per person</i>
<b>Targeted Mailing / E-Mailing List:</b> (quote provided on request based on complexity and size) Following receipt of a database request form, a list will be generated based on the specific specialties requested. For confidentiality, the list will be sent directly to the mail company. Limited to the official CE database and will include the Office of CE return address for database updates.	\$75 minimum <i>per request</i>
<b>E-Mail Blast:</b> (Utilizing WVU HSC Office of CE template) Following receipt of a database request form, a list will be generated based on the specific specialties	\$150 minimum <i>per request</i>

**Credit and Recording Fees**

<u>&lt; 10 hours</u> - \$10 per person requesting credit	<b>11-20 hours</b> - \$20 per person requesting credit
<b>21-30 hours</b> - \$30 per person requesting credit	<b>31-40 hours</b> - \$40 per person requesting credit, etc.

*Adopted: March 29, 2017  
 Effective January 1, 2018  
 WVU School of Medicine Committee  
 on Continuing Medical Education*