



National Association of EMS Physicians™ ❖ PO Box 15945-281 ❖ Lenexa, KS 66285-3677
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NAEMSP Medical Direction Overview Course™ Agreement

National Association of EMS Physicians® (NAEMSP™) and the XXXX (Host) hereby agree to the following:

Host shall schedule the NAEMSP Medical Direction Overview Course™ (MDOC) in (City, State) on (day, month, date, year).

Host shall pay NAEMSP™ the course fee of \$2,500 no less than sixty (60) days prior to the course. NAEMSP™ will select faculty from a panel of speakers selected by the current Board of Directors. One additional speaker, selected by the Host, will be from the local area and will speak for at least one hour of the curriculum.

Host shall arrange for a facility in which the course shall be held; book and pay for lodging and transportation for all assigned faculty; market the course as desired; print the course syllabus/handouts as given by NAEMSP™ for distribution to participants; handle any registration; make arrangements for a laptop computer and LCD projector set up; and furnish on-site coordination for the course and faculty. Other faculty travel expenses may also be billed to the Host by NAEMSP™.

For the fee of \$2500, NAEMSP™ shall schedule the faculty, pay the faculty honorarium, supply one (1) complete course syllabus in PDF format to be reproduced by Host for distribution to the participants, advertise the course in each issue of *NAEMSP News* sent prior to the course date as well as on the Web site www.NAEMSP.org; and provide the course evaluation options and contact hour certificate.

If more than 30 participants attend the course, there will be a fee of \$21.75 assessed for each participant beyond the initial 30 participants for continuing education (Category I ACEP hours) fee purposes as needed. If 30 or fewer participants require continuing education credit, no additional fee will be assessed.

NAEMSP™ shall provide one (1) mailing list of members in the Host's geographic area free of charge, upon receipt of a signed copy of this agreement. Additional requests for the mailing list shall be charged at a 10% discount off the regular rental cost.

The NAEMSP Medical Direction Overview Course™ has been planned and implemented in accordance with the Essentials Areas and Policies of the Accreditation Council for Continuing Medical Education through the joint sponsorship of FEMF/EMLRC. The Florida Emergency Medicine Foundation/Emergency Medicine Learning & Resource Center is accredited by the ACCME to provide continuing medical education for physicians. The Florida Emergency Medicine Foundation designates this educational activity for up to 7.25 hours of Category 1 credit towards the AMA Physician's Recognition Award. Each physician should claim only those hours of credit that he/she actually spent in the educational activity.

NAEMSP™ shall provide contact hour credits and use an electronic evaluation process. A link for the evaluation will be sent to the participants the next business day following the course. Host will provide email addresses to NAEMSP™ for this purpose at least one week prior to the course.

The NAEMSP Medical Direction Overview Course™ may be cancelled without penalty if NAEMSP™ is notified no less than 60 days prior to the scheduled date of the course. Cancellation of the NAEMSP Medical Direction Overview Course™ no less than 30 days prior to the scheduled date will result in a 50% refund of the fee. Within 30 days of the scheduled course, no refund will be granted.

The persons signing this Agreement warrant that they are authorized to execute this document.

For National Association of EMS Physicians® (NAEMSP™)

Theodore Delbridge, MD, MPH
President – NAEMSP™

Dated:_____

For **Host Organization name**

Representative Name

Dated:_____