Dear Prospective Planner/Faculty Member:

We are looking forward to having the opportunity to include you as a <proposed role for person—e.g. planner, faculty, reviewer, etc...> in the accredited continuing education, <Insert activity title or working title and date/location information, if appropriate>.

***Why am I receiving this communication?***

University of Washington School of Medicine is accredited by the ACCME to offer accredited continuing education. We look forward to your participation and appreciate your help in partnering with us to follow accreditation guidelines and help us create high-quality education that is independent of industry influence. In order to participate and control the educational content, we ask that you disclose **ALL** financial relationships with any ineligible companies that you have had over the past **24 months**. We define ineligible companies *as those whose primary business is producing, marketing, selling, re-selling, or distributing healthcare products used by or on patients*. There is no minimum financial threshold; you must disclose all financial relationships, regardless of the amount, with ineligible companies. We ask you to disclose regardless of whether you view the financial relationships as relevant to the education.

***Why do we collect this information?***

Since healthcare professionals serve as the trusted authorities when advising patients, they must protect their learning environment from industry influence to ensure they remain true to their ethical commitments. Many healthcare professionals have financial relationships with ineligible companies. By identifying and mitigating relevant financial relationships, we work together to create a protected space to learn, teach, and engage in scientific discourse free from influence and from organizations that may have an incentive to insert commercial bias into education. Please note: the identification of relevant financial relationships does not necessarily mean that you are unable to participate in the planning and implementation of this educational activity. Rather, the accreditation standards require that relevant financial relationships are mitigated before you assume your role in this activity.

***What are the next steps in this process?***

After we receive your disclosure information, we will review it to determine whether your financial relationships are relevant to the education. Please use the form or mechanism we have provided to share all financial relationships you have had with ineligible companies during the past 24 months. This information is necessary in order for us to be able to move to the next steps in planning this continuing education activity.

If you have questions about these expectations please contact us at <provider contact information>.