



## **Education Program Endorsement Criteria and Application Process**

In conjunction with the American Board of Clinical Lipidology (ABCL) and Accreditation Council for Clinical Lipidology (ACCL), the National Lipid Association (NLA) is responsible for establishing and/or recognizing focused medical education content that meets the ABCL and ACCL certification requirements. Certification candidates are required to participate in NLA activities or lipid education and training programs endorsed by the NLA to qualify for the ABCL or ACCL certification exam.

The recognition of programs shall not be reasonably withheld, however, this document seeks to establish the minimum criteria that will allow ample review and recognition of programs, while ensuring quality and financial considerations are maintained.

*NOTE: Education program endorsement by the NLA shall in no way imply NLA co-sponsorship, joint sponsorship or CME accreditation of the program. In addition, the presentations and opinions expressed during the program shall in no way be construed as policy or advice of the NLA or its affiliates.*

### **Applicants must agree to the following:**

- 1) The educational activity must be certified for continuing education or continuing medical education hours prior to submission for NLA recognition. The NLA recognizes only continuing education hours relating to lipid education and training.
- 2) Applicant organizations must submit the entire program, identify the specific content to be endorsed and list all faculty and educational objectives that pertain to focused lipid education and training.
- 3) The NLA endorsement logo (as provided) must appear on the cover of the meeting announcement/invitation, brochure and syllabus. The organization must include the NLA endorsement statement and program ID number within the program and syllabus following the medical education accreditation statements.
- 4) A \$500.00 endorsement fee must be received within 30 days of the invoice date.
- 5) Upon completion of the program, the applicant organization must submit a report (electronically) of all participants (names and addresses) receiving credit and the number of credit hours claimed/attained through instruction. The organization must send a copy of the final program and syllabus for archive purposes.

### **Other Considerations**

- 1) Application shall be made for each presentation of the program content. Subsequent publication of the program content as spin-off programs (i.e., CD-ROM proceedings, newsletters, etc.) in other formats/media will require a separate application.
- 2) At least 30 days may be required for program review and should be considered when making application.
- 3) If a program is rejected, the organization shall be given the opportunity to readdress the issues identified. However, any delay in the ability of the organization to advertise the endorsement is solely the responsibility of the applicant organization.

## **Fee Schedule**

Endorsement fee: A \$500.00 fee payable to the National Lipid Association will be due within 30 days of the invoice date.

## **Application Process**

1) Application shall be made at <http://www.lipid.org/endorsement/application.php>.

2) The application may be submitted online or printed and mailed to the NLA.  
Applications can be mailed to:

National Lipid Association  
Attn: Chris DeVille, CME Director  
6816 Southpoint Parkway, Suite 1000  
Jacksonville, FL 32216  
FAX: 904-998-0855

Contact Chris DeVille at 904-998-0854 or [cdeville@lipid.org](mailto:cdeville@lipid.org) with any questions.

3) Applications will be immediately forwarded to the Education Committee for review.

4) An NLA staff person will be assigned to coordinate any questions or concerns.

5) When provisional approval is granted, the NLA endorsement logo and specific instructions will be mailed to the applicant organization. To obtain final approval of endorsement, full payment of the endorsement fee must be received.

## **Ongoing NLA Responsibilities**

1) The NLA will promote all endorsed programs on its Meetings Calendar and/or in its Continuing Education pages of [www.lipid.org](http://www.lipid.org).

2) The NLA will archive a copy of the program materials and application submitted.

3) NLA will supply information regarding endorsement and ABCL or ACCL certification to each participant in the program.

4) All program participants will be entered into the NLA database to ensure their lipid education hours are tracked and available for reporting to the ABCL or ACCL for certification purposes.