



POLICY AND PROCEDURE

RELEASE OF CONFERENCE PROGRAMS

Policy

It shall be the policy of the Ohio Association Medical Staff Services (OAMSS) to maintain a professional business relationship with all members of the organization, to enhance and promote educational opportunities to all members.

The Program Committee that is chaired by President-Elect recommends the release of conference programs to membership based on the following:

1. Members that register and attend state conference education programs shall receive full program materials that include NAMSS approved CE credits.
2. Members that register but are unable to attend state conference education programs may receive program materials based on the following:
 - a. If member cannot attend and receives a refund, they will be charged \$30.00 for the program materials.
 - b. If member cannot attend and is not eligible for a refund, they will receive the program materials at no cost.
 - c. Program Committee reserves the right for case-by-case consideration when appropriate, including Speaker Agreement considerations if applicable.

No CE credits can be offered to members who do not attend the live program, as OAMSS must accurately maintain conference attendance records that would support any certification submissions to NAMSS when an OAMSS member reports they attended an OAMSS function.

3. Members who do not register to attend state conference education programs, and who request program materials, are eligible to receive program materials at a cost of \$30.00 per copy. No CE credits can be offered to members who do not attend the live program, as OAMSS must accurately maintain conference attendance records that would support any certification submissions to NAMSS when an OAMSS member reports they attended an OAMSS function.
4. Due to increasing costs for printing the program materials, there may be a limited supply of extra programs available for distribution. The Program Chair can mail or e-mail the program materials once payment is received. Payments should be forwarded to the Treasurer with explanation.

Program Committee Approval: 1/23/2012
Board of Director Approval: 2/15/2012