Budget Guidelines

A preliminary budget detailing your estimated income, sources of revenue, and expenses is requested with your application. We recommend using our Budget Template. If you will be applying for grant funds, we recommend using our Grant-friendly Budget Template. If the Office of Continuing Professional Development (OCPD) will be applying for grant funds on your behalf, use of the Grant-friendly Budget Template is required.

The ACCME requires that the accredited provider (OCPD) oversee the management and disbursement of the funds in order to ensure that expense policies are appropriate and consistently applied. Please keep OCPD updated of changes to your budget.

Each educational activity must have a final budget reflecting all activity revenue and expenses (e.g. costs of food, materials, room rental, accreditation fees, etc.) submitted to OCPD within 60 days of the activity.

For live repeating activities, a final budget for all dates of the activity is due 60 days after the last date of the activity for the fiscal year. Registration income, if applicable, must be broken out and reported by each individual date.