Chapter Cross Reference Database (Portal)
Chapters may access the “Chapter Cross Reference Database (Portal)” to obtain current information for their members at no charge. They may download a variety of chapter membership reports as well as a current chapter membership roster. The available reports include the option to download chapter mailing list information.

In the event the Portal is inaccessible/not operational, Chapter mailing list requests will be handled by Chapter Services. All requests for names outside of the respective Chapter membership will be directed to ACEP’s CME Approval Coordinator and will be subject to the application policies/procedures and fee schedule outlined below.

Chapters choosing not to utilize the “free” portal to obtain mailing list information for their members may submit an application to ACEP’s CME Approval Coordinator. Applications will be subject to the policies/procedures and fee schedule outlined below.

All promotional materials for CME activities approved for/seeking accreditation by national ACEP must be reviewed and approved by the CME Approval Coordinator PRIOR to distribution. This includes, but is not limited to, e-mails, brochures, mailers, flyers, Web pages, on-site programs, and press releases. CME credit approval will be declined/revoked for activities promoted without prior approval.

Application Policies/Procedures
All requests will require submission of a “Chapter Membership Mailing List Rental Agreement” completed in full to include the required signature in Section 7 along with a sample copy of the mail piece. A signature in Section 7 affirms compliance with the ACEP Guidelines for Rental of the Membership List which is attached as the last page of the rental agreement.

A copy of the promotional piece/advertisement must be submitted with the agreement. Orders will not be processed without a sample mail piece and form of payment.

The Chapter agreement and reduced fee schedule outlined below applies to only Chapter activities. Third Party activities must complete the appropriate rental agreement, “Educational CME Membership List Rental Agreement” or “Commercial Membership List Rental Agreement”, and will be charged full price to include applicable set-up fees.

Requests will be processed within two business days from the receipt of a complete order package.

Fee Schedule
The designated fee for 0-700 names is based on 1/3 of the College’s lowest fee category for educational CME membership list rentals. The current base is $120.00/1000 names.

The fees will be automatically adjusted to correspond with future increases in the fee categories and will not acquire Board approval.

*The following fee schedule does not apply to Third Party activities. Lists for Third Party activities will be charged full price to include applicable set-up fees.*
<table>
<thead>
<tr>
<th>Quantity</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-700 names</td>
<td>$40.00/1000 names</td>
</tr>
<tr>
<td>701-1,400 names</td>
<td>$30.00/1000 names</td>
</tr>
<tr>
<td>1,401-2,000 names</td>
<td>$20.00/1000 names</td>
</tr>
<tr>
<td>2,001-2500 names</td>
<td>$15.00/1000 names</td>
</tr>
<tr>
<td>2,501-6,000 names</td>
<td>$10.00/1000 names</td>
</tr>
<tr>
<td>6,001-15,000 names</td>
<td>$7.50/1000 names</td>
</tr>
<tr>
<td>&gt;15,000 names</td>
<td>$6.50/1000 names</td>
</tr>
</tbody>
</table>

The customary set-up fee will not be charged for Chapter mailing lists.

**Sale of Chapter self-generated mailing lists**

Before determining whether to maintain, reproduce, and sell chapter lists, chapters should consider the revenue expected and the procedures and liabilities.

To sell their own lists, Chapters must store and produce their own lists of their chapter members. They are required to maintain current, up-to-date lists. National ACEP will continue to make current membership data available to chapters via the “Chapter Cross Reference Database (Portal)”. Chapters are responsible for uploading the changes into their own list.

Chapters may sell self-generated lists of their own chapter members, but may not store or reproduce member names and addresses from other chapters. Chapters may not sell lists obtained directly from national ACEP.

When chapters sell self-generated lists, they must agree to refrain from restraint of trade or anti-trust practices. There is no principal-agent relationship between chapter and national association; the chapter sells its lists without national knowledge or approval. Compliance with all laws and regulations is the responsibility of the chapter.

There is a possibility of the national association (and therefore all other chapters) being included in anti-trust or restraint of trade actions. The College follows strict procedures in releasing the membership list to outside agencies. Chapters should establish similar procedures.

The policy whereby chapters may sell only self-generated lists for their members is recommended to protect the majority of chapters. The chapter-generated list may decrease the potential of the College (and therefore all other chapters) being drawn into an anti-trust action. The sale of lists generated by the College may be perceived as a chapter acting on behalf of the College when in fact the College has no mechanism of knowing to whom the list is sold or not sold. The policy helps minimize the liability of ACEP and other chapters for inappropriate chapter actions.