

**American Osteopathic Association
142 East Ontario Street
Chicago, IL 60611**

CME Guide for Osteopathic Physicians – 2004-2006

CME Requirements

All AOA members, other than those exempted, are required to participate in the CME program and to meet specified CME credit hour requirements for the 2004-2006 CME cycle.

The requirement for membership in the American Osteopathic Association (AOA) is 120 hours with a minimum of 30 hours in AOA Category 1-A. For those members with the 120 CME hour requirement, 30 CME hours must be obtained in Category 1-A. The remaining 90 hours of the CME requirement may be satisfied with either Category 1-A, 1-B, 2-A or 2-B credits. Your individual CME Activity Report outlines your total CME requirement and the amount of credits needed in Categories 1 and 2. Physicians who are board certified must earn a minimum of 50 credit hours (Category 1 or 2) in their primary specialty. Members who obtain 150 hours or more of AOA approved CME credit in a three-year CME cycle will be given a certificate of excellence in CME.

The AOA assigns CME credit to four categories: 1-A, 1-B, 2-A, and 2-B.

I. Category 1-A Credit

AOA Category 1-A credits are granted to attendees for formal educational programs designed to enhance clinical competence and improve patient care. These programs must be sponsored by an AOA-accredited Category 1 CME sponsor.

1. Formal Osteopathic CME

Consists of formal face-to-face programs that meet the Category 1 quality guidelines and faculty requirements and are sponsored by AOA-accredited Category 1 CME sponsors.

2. Osteopathic Medical Teaching

Physicians who deliver formal osteopathic medical education in a didactic format are eligible to receive Category 1-A credit on an hour-for-hour basis. Methods of such education include:

- A. Formal delivery of osteopathic medical education lectures in colleges of osteopathic Medicine,
- B. Formal delivery of osteopathic medical education to students, interns, residents, and staff of AOA-approved healthcare facilities. Teaching credit must be submitted by the CME Department of an AOA-accredited Category 1 CME college of osteopathic medicine or Category 1 CME hospital.

3. CME Credit for Standardized Life Support Courses

The following standardized life support courses are eligible for Category 1-A credit. Hours of credit for each course are awarded as indicated in the following table.

Course Name	Provider Course	Refresher Course	Instructor Course
Advanced trauma life support	16	8	16
Advanced cardiac life support	16	8	16
Basic cardiac life support (health care provider)	8	4	24
Pediatric advanced life support (AHA)	16	8	16
Advanced pediatric life support (AAP)	16	8	16
Neonatal advanced life support	8	4	16
Advanced life support in obstetrics	16	16	8

All osteopathic physicians who take an eligible standardized life support course will be awarded the same amount of Category 1-A CME credit for that course regardless of the actual number of class hours it may require. The amount of Category 1-A CME credit awarded to an individual physician who successfully completes an eligible standardized life support course will be based on the above schedule.

4. Standardized Federal Aviation Courses

The Federal Aviation Administration “Aviation Medicine” course and the United States Army “Flight Surgeon Primary Course,” are eligible for Category 1-A credit.

5. Bioterrorism Courses

A. AOA osteopathic sponsored “bioterrorism” courses are eligible for Category 1-A credit.

B. Up to four hours of AOA Category 1-A (in any 3 year CME cycle) may be awarded for any bioterrorism courses that are ACCME or AAFP approved.

6. Federal Programs

A. AOA Category 1-A credit may be awarded to formal CME programs for participants who are on active duty or employed by a uniformed service.

B. Category 1-B will be awarded to all other CME activities.

7. Grand Rounds

Grand rounds will be considered for AOA Category 1-A credit when submitted as a “series of programs”, as opposed to being submitted on a lecture-by-lecture basis. The Category 1 CME Sponsor must meet the Accreditation Requirement to award AOA Category 1-A credit.

II. Category 1-B Credit

Category 1-B credit may be awarded for the following:

1. Publications, Inspections, Examinations, and Committee Meetings
Development and publication of scientific papers and electronically communicated osteopathic educational programs; serving as osteopathic healthcare facility and college accreditation inspectors or consultants; OPTI inspections, conducting and developing certifying board examinations; participating on an osteopathic state licensing professional review board; and healthcare committee and departmental meetings which review and evaluate patient care whether the committee work is in an osteopathic or allopathic institution.
2. Osteopathic Preceptoring
Osteopathic physicians serving as preceptors in any AOA approved osteopathic medical education program may be granted Category 1-B credit. A maximum of 60 hours of AOA Category 1-B for preceptoring may be applied to the 120-hour requirement as designated by the approved Category 1 College of Osteopathic Medicine.
3. Certification Credit
Fifteen hours of Category 1-B credit will be awarded to AOA members who pass a recertification examination or obtain a certification of added qualifications.
4. Activities in Non-AOA Accredited Institutions
Category 1-B may be granted to osteopathic physicians who participate in a non-AOA accredited institution/hospital, hospital staff activities, educational lectures, and lecturing when the institution/hospital is an AOA recognized associate institution/hospital that trains osteopathic interns and/or residents. A non-AOA accredited institution/hospital (or associate institution/hospital) is an institution/hospital that is directly associated with an OPTI for purposes of training osteopathic students, interns and/or residents. Accreditation of the hospital/institution by the Healthcare Facility Accreditation Program (HFAP) of the AOA is not required.
5. Non-Osteopathic CME Programs
The Council on Continuing Medical Education may recognize allopathic specialty or subspecialty programs for Category 1-B credit, when in the Council's opinion there are essentially no equivalent courses available within the osteopathic profession, and that such recognition will apply to all physicians in that specialty or subspecialty. These courses must be provided by an ACCME accredited provider, or AAFP approved. To request consideration of a non-osteopathic course for Category 1-B credit, write to the Division of CME at AOA Headquarters in Chicago and provide a copy of the form designed to request AOA Category 1-B credit along with the printed program (or syllabus) and documentation of attendance. The AOA performs this as a member's service. Non-members who request AOA Category 1-B credit for allopathic sponsors CME programs shall be reviewed by the CCME. An application fee \$25.00 shall be charged to the non-member for each request plus a \$10.00 processing fee for each program requested to be approved.
6. Journal Reading
Osteopathic physicians can earn two hours of AOA Category 1-B credit for reading the *Journal of the American Osteopathic Association (JAOA)* and other journals approved by the CCME and passing the respective CME quiz with a minimum grade of 70%.

7. Faculty Development Programs

Faculty development programs are granted Category 1-B credit if they are sponsored by an AOA-accredited Category 1 CME sponsor and meet the 1-A faculty/hours requirement.

8. Test Construction Committee Work

- A. Test construction committee work may be awarded Category 1-B credit when done in a seminar type atmosphere of a meeting of an AOA official certifying board, or a meeting of an AOA practice affiliates postgraduate in service examination committee, and/or at a meeting of the National Board of Osteopathic Medical Examiners with an attendance of at least three persons.
- B. One Category 1-B credit may be awarded for each test item written, with a maximum of 20 credits per cycle, when submitted to an AOA official certifying board and/or The National Board of Osteopathic Medical Examiners for levels 1-3 when submitted set questions are submitted as above.
- C. Two hours of Category 1-B credit may be awarded, with a maximum of 20 hours per cycle, for cases written and submitted to NBOME for COMLEX-PE (clinical skills exam).
- D. One hour of Category 1-B credit may be awarded for each hour served on a test construction or text review committee for COMLEX-USA or COMLEX-PE (face-to-face).

Hours will not be awarded for meetings that are primarily administrative in nature.

III. Category 2-A Credit

Category 2-A includes formal educational programs that are ACCME-accredited, AAFP-approved, or programs sponsored by AOA-accredited Category 1 CME sponsors that do not meet the 1-A faculty/hours requirement for Category 1-A credit.

IV. Category 2-B Credit

Category 2-B credit includes the preparation and presentation of scientific exhibits at a county, regional, state, or national professional meeting (10 hours per scientific exhibit); home study; reading medical journals; viewing non-osteopathic medical video and audio tapes and cassettes; journal type CME on the Internet; faculty development; physician administrative training; quality assessment programs; observations at medical centers; medical economics; CME programs on the Internet; risk management programs that are administrative in nature; programs dealing with experimental and investigative areas of medical practice, and ABMS recertification examination or a certificate of added certification (15 hours). Five credit hours may be granted for reading medical textbooks. A copy of the home CME certification form is published monthly in the *JAOA*.

V. Risk Management and Managed Care Programs

- A. Risk management programs are granted Category 1-A credit if they are clinical in nature, sponsored by an AOA-accredited Category 1 CME sponsor, and meet the 1-A faculty/hours requirement for AOA Category 1-A credit.
- B. Risk management programs are granted Category 2-A credit if they are clinical in nature and are sponsored by an AOA-accredited Category 1 CME sponsor but the 1-A faculty/hours requirement is not met; or sponsored by an ACCME-accredited organization; or an AAFP-approved program.

- C. Risk management programs are granted Category 1-B credit if they are administrative in nature and sponsored by an AOA-accredited Category 1 CME sponsor.
- D. Risk management programs are granted Category 2-B credit if they are administrative in nature and are provided by an ACCME-sponsor or if the programs are AAFP-approved.
- E. Managed care programs are granted Category 1-A if they are sponsored by an AOA-accredited Category 1 CME sponsor and meet the 1-A faculty/hours requirement for AOA Category 1-A credit.
- F. Managed care programs are granted Category 1-B credit if they are sponsored by an AOA-accredited Category 1 CME sponsor but the program does not meet the AOA Category 1-A faculty/hours requirement.
- G. Managed care programs are granted Category 2-A credit if they are sponsored by an ACCME-sponsor or if the programs are AAFP-approved.
- H. A maximum of five CME credits may be earned for managed care courses per year.

VI. CME on the Internet

Osteopathic physicians may earn up to 30% of their Category 1-A requirement from Internet CME (i.e., up to 9 hours of Category 1-A CME for members with a requirement of 30 hours of Category 1-A credit). Category 1-A Internet CME credit earned in excess of 9 hours will be applied to the Category 1-B and Category 2 CME requirements.

Category 1-A credit will be awarded to real-time, interactive simultaneous conferencing CME on the Internet. The CME event must meet AOA quality guidelines, the 1-A faculty/hours requirement, and it must be sponsored by an AOA-accredited Category 1 CME sponsor. These courses would be considered live on the Internet.

To be awarded credit for Internet CME, osteopathic physicians must complete a CME quiz with a passing grade of 70% or better, and the sponsor of the program must provide this information to the AOA, along with the category and amount of CME credit that the sponsor believes the course should receive.

VII. Other Sources of Internet CME Credit

- A. Category 1-B credit may be awarded to audio and video programs on the Internet sponsored by AOA-accredited Category 1 CME sponsors. These courses are typically programs a physician could view anytime--day or night--that are primarily audio and video CME events.
- B. Category 2-A credit may be awarded to real-time, interactive CME programs on the Internet that are produced by CME providers accredited by the Accreditation Council on Continuing Medical Education or courses approved by the American Academy of Family Physicians. These courses must be live on the Internet.
- C. Category 2-B credit may be awarded to journal-type CME on the Internet that is produced by an AOA-accredited sponsor, ACCME-sponsor, or a CME course approved by the AAFP. These courses are essentially static, textbook type programs. They may have hypertext jumps to help the reader pursue specific information.

The AOA Council on CME reserves the right to evaluate each CME Internet program and activity and to deny CME credit at its discretion.

VIII. Volunteer Work

The AOA applauds volunteer work, but such work does not qualify for CME credit.

IX. CME Requirement for Certified Physicians

Physicians who are board certified or board eligible must earn a minimum of 50 hours of CME credit in their primary specialty in each three-year CME cycle. These hours may be earned in Category 1 or Category 2.

Note that under current AOA policy, failure to meet the AOA specialty CME requirement is interpreted as a failure to meet the individual physician's CME requirement. This could result in the loss of AOA membership and in turn result in the possible loss of certification.

X. Waivers/Exemptions

1. General

AOA members exempted from the CME program requirements include: retired members who do not hold an active license to practice medicine; AOA members outside the limits of the United States and Canada; student members; interns and residents; members participating in AOA recognized postgraduate programs; military members assigned positions other than in their specialty or who are involved in significant military operations; and disabled members. AOA Life Members in active practice have a CME requirement.

2. Osteopathic Physicians in the Military Waiver

The council is aware of the difficulty osteopathic physicians in the military, Veteran Administration, and U.S. Public Health Service may have in acquiring osteopathic continuing medical education. The Uniformed Services do encourage osteopathic physicians to meet their full obligation to CME and the AOA also feels that it is essential that, as an osteopathic physician, a portion of this education should be osteopathic in nature.

The AOA policy related to osteopathic physicians in the military is that five hours per year, or up to 15 hours of the 30-hour AOA Category 1A requirement per three-year cycle may be waived. This waiver is available only to those physicians on active duty who have accumulated a total of 120 hours of CME and who request said waiver from the Council on CME.

3. Extenuating Circumstances

If there are extenuating circumstances that have prevented your obtaining sufficient credit, such as serious illness, we urge you to report this to the AOA. You may qualify for a waiver or reduction in your required hours. Changes in your practice status since the beginning of the CME cycle may reduce your AOA CME requirement. For additional information on extenuating circumstances, please contact the Director of CME at 1-800-621-1773, extension 8262.

The Council on CME will grant no waivers without due cause or inability to obtain hours unless policy advises otherwise

XI. Reporting CME Activities

To report ACCME or AAFP CME programs, a certificate of attendance must be provided to the AOA Division of CME to receive credit for that program. Reporting of Category 1-A CME credit is the responsibility of the approved AOA sponsor.

Other Questions

If you have any questions concerning the CME program or ways in which to receive credit or learn your current status, please contact the AOA Division of CME at 1-800-621-1773 Ext. 8262.

The following CME Reporting forms are available at www.do-online.org.

1. Healthcare Facility Education Activities,
2. Individual Certification, and
3. Home Study.

“AOA Coming Events,” a listing of upcoming CME programs, is available in the Continuing Medical Education section at www.do-online.org.

As members you may view your CME Activity Report (CAR) by visiting www.do-online.org. Also, CME online courses are available at this site.

The Council on CME has the right to update this guide as needed. The Council reserves the right to evaluate all programs and activities on an individual basis and to deny or update CME credits at its discretion. Osteopathic physicians are responsible for remaining abreast of the rules and regulations of CME.