CONTINUING MEDICAL EDUCATION
2013-2015

DECEMBER 2012

Guide for Osteopathic Physicians
CME Requirements

All members of the American Osteopathic Association (AOA), other than those exempted, are required to participate in the Continuing Medical Education (CME) program and to meet specified CME credit hour requirements for the 2013-2015 CME cycle.

One hundred and twenty credits of CME are required for membership in the American Osteopathic Association within this three-year cycle. Of this total, thirty CME credits must be obtained in Category 1-A and the remaining ninety credit hours of the CME requirement may be satisfied with either Category 1-A, 1-B, 2-A, or 2-B credits. Physicians entering the program in mid cycle will have their credit requirements prorated. Your individual CME Activity Report outlines your total CME requirement and the amount of credits required in categories 1 and 2.

Members who obtain one hundred and fifty credits or more of AOA approved applicable CME credit in a three-year CME cycle will be given a certificate of excellence in CME. These hours must be earned by December 31st, but reported no later than May 31st of the current CME cycle.

In recognition that members of the AOA who hold specialty or subspecialty certificates in those specialties with less than three hundred certificate holders, may have difficulty accruing the necessary AOA 1-A credits required for membership, such members may apply AMA or AAFP category 1 credits to their AOA 1-A credit requirement up to the maximum of 15 CME credits per cycle to meet the Category 1-A credit requirement for membership. To qualify for AOA Category 1-A CME credit under this policy the following criteria must be met:

1. Osteopathic physicians must be a member of the AOA
2. Physicians’ must be AOA and/or ABMS certified
3. The specialty/subspecialty must be listed as a qualifying specialty

Lists of specialties and subspecialties with less than 300 certified members are available on the Website at www.osteopathic.org. This policy does not apply to Certificate of Added Qualification (CAQ’s) or ABMS subspecialty which is equivalent to the AOA CAQ.

For eligibility in this program, contact your certifying board. Specialty colleges may petition the CCME to have members exempted from the current policy of allowing DOs with less than 300 DOs boarded in that specialty, to use 15 AMA credits as AOA 1-A credit. If the specialty college feels that they are offering sufficient quality programs to meet the physicians needs each CME cycle, specialty colleges can request an exemption from this policy with a detailed report of identified courses.

Note this only applies to the AOA thirty Category 1-A membership requirement. For credits required for certification see section IX, CME requirement for certified physicians, or contact your specialty certifying board.

The acceptance of AMA, AAFP, or credits from any other certifying body by the CCME in order to fulfill AOA CME requirement does not convert said credits to AOA credits.
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 will be 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 and are limited to:

A. **Formal Osteopathic CME**

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

- Topics must be related to any of the seven (7) Core Competencies listed below, as the core competencies have been recognized throughout the continuum of osteopathic education as essential and critical to the development and maintenance of osteopathic physicians overall education.

- **Seven (7) Core Competencies:**
  1. Osteopathic Philosophy/Osteopathic Manipulative Medicine – Demonstrate and apply knowledge of accepted standards in osteopathic manipulative treatment appropriate to the specialty. Remain dedicated to life-long learning and to practice habits in osteopathic philosophy and OMM.
  2. Medical Knowledge - Demonstrate and apply knowledge of accepted standards of clinical medicine in the respective area; remain current with new developments in medicine and participate in life-long activities.
  3. Patient Care - Demonstrate the ability to effectively treat patients and provide medical care that incorporates the osteopathic philosophy, patient empathy, awareness of behavioral issues, the incorporation of preventive medicine and health promotion.
  4. Interpersonal and Communication Skills - Demonstrate interpersonal and communication skills that enable a physician to establish and maintain professional relationships with patients, families, and other members of health care teams.
  5. Professionalism – Uphold the Osteopathic Oath in the conduct of one’s professional activities that promotes advocacy of patient welfare, adherence to ethical principles, and collaboration with health professionals, life-long learning, and sensitivity to a diverse patient population; be cognizant of physical and mental health in order to effectively care for patients.
  6. Practice-Based Learning and Improvement - Demonstrate the ability to critically evaluate methods of clinical practice, integrate evidence based medicine into patient care; show an understanding of research methods; improve patient care practices.
7. Systems-Based Practice – Demonstrate an understanding of health care delivery systems; provide effective and qualitative patient care with the system; and practice cost effective medicine.

B. 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 are limited to:

1. Formal delivery of osteopathic medical education lectures in colleges of osteopathic medicine.

2. 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 sponsoring hospital.

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

D. Federal Programs
AOA Category 1-A credit will be awarded for formal CME programs to participants who are on active duty or employed by a uniformed service. Category 1-B will be awarded to all other federal CME activities.

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

F. Judging Osteopathic Clinical Case Presentations and Research Poster Presentations
Osteopathic physicians serving as formal judges for osteopathic clinical case presentations and research poster presentations at a formal CME function will be awarded AOA Category 1-A credits on an hour-for-hour basis up to a maximum of ten credits per AOA 3-year CME cycle.

II. Category 1-B Credit
Category 1-B credit will be awarded for the following:

A. Publications, Inspections, Examinations, and Committee Meetings
Development and publication of scientific papers and electronically communicated osteopathic educational programs; serving as an osteopathic healthcare facility, college accreditation, internship, residency or OPTI surveyor or consultant; conducting, and developing certifying board examinations; participating on an osteopathic state licensing professional review board; and for healthcare committee and departmental meetings which review and evaluate patient care whether the committee work is in an osteopathic or allopathic institution.
B. 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 sixty AOA Category 1-B credits for preceptoring may be applied to the 120-hour requirement.

Osteopathic Physicians that teach/preceptor osteopathic residents regardless of the institution residency affiliation may be granted Category 1-B credit. To obtain credit in non AOA accredited institution/hospitals the Program Director or DME must send a signed evaluation to the Division of CME verifying the teaching activity.

No credit is available for preceptoring physician assistants, nurse practitioners, or allopathic medical students.

C. Certification Examination Credit

Fifteen Category 1-B credits will be awarded to AOA members who pass an AOA recertification examination or obtain a certification of added qualification.

D. Activities in Non-AOA Accredited Institutions

Category 1-B will be granted to osteopathic physicians who participate in non-AOA accredited institution/hospital activities such as: hospital staff activities, educational lectures, and lecturing when the institution/hospital is an AOA recognized associate institution/hospital that trains osteopathic students, interns and/or residents. Under this rule, a non-AOA accredited institution/hospital is defined as 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.

E. Non-Osteopathic CME Programs

The Council on Continuing Medical Education may recognize allopathic specialty or subspecialty programs for Category 1-B credit, when there is essentially no equivalent course content 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 AMA accredited provider, be AAFP approved, or provided by an internationally known sponsor acceptable to the CCME. A program is defined as a program of 3 credits or more. Home study activities/courses do not qualify under this policy.

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 Non-osteopathic programs - Category 1B form, available at www.osteopathic.org, along with the printed program (or syllabus) and documentation of attendance. Recommendations for accepting Category 2-A as Category 1-B will be sent to the Category 1 sponsor (Specialty College) designated staff, from the AOA Division of CME. The designated staff must provide documented evidence that the specialty was covered in their program agenda. The designated staff must sign their verification and submit the documentation to the CCME for review in its deliberations.

The AOA performs reviews of such courses as a member service. Whereas, non-members who request AOA Category 1-B credit for allopathic sponsored CME
programs must submit an application fee of $25.00 and a $10.00 processing fee for each program submitted for review.

F. Journal Reading
Osteopathic physicians can earn two credit hours of AOA Category 1-B credit for reading the Journal of the American Osteopathic Association (JAOA) and other osteopathic journals approved by the CCME and passing the respective CME quiz with a minimum grade of 70%.

The reading of medical journals qualifies for AOA Category 2-B credit and is awarded a ½ credit for each journal article read and quiz successfully completed. Non-members who forward hard copies of completed quizzes to the AOA Division of CME will be charged a fee of $25.00 per JAOA quiz for staff time to grade, record and provide a letter to the DO as documentation.

G. Test Construction, Committee Work
1. Formal
   a. Test construction committee work will be awarded Category 1-B credit for meeting of a seminar, meeting of an AOA official certifying board, or an AOA practice affiliate’s postgraduate in-service examination committee, or at a meeting of the National Board of Osteopathic Medical Examiners.

   b. Ten Category 1-B credits will be awarded for administering the oral and practical examinations. Also, these credits may be awarded for specialty continuing medical education (CME) up to the maximum of ten credits per CME cycle.

2. Informal
   a. One Category 1-B credit will be awarded for each test item written, with a maximum of ten credits per cycle, when submitted to an AOA official certifying board and/or The National Board of Osteopathic Medical Examiners.

   b. Two Category 1-B credits will be awarded, with a maximum of twenty credits per cycle, for clinical cases developed and submitted to the National Board of Osteopathic Medical Examiners and osteopathic board examinations.

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

III. Category 2-A Credit
A. Category 2-A includes formal educational programs that are AMA accredited, AAFP approved, an internationally known sponsor acceptable to the CCME, or sponsored by AOA-accredited Category 1 CME Sponsors that do not meet the 1-A faculty/hours requirement for Category 1-A credit.

Category 2-B Credits
B. Category 2-B credit also shall be awarded for: the preparation and presentation of scientific exhibits at a county, regional, state, or national professional meeting (ten credits 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; courses in 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 (fifteen credits). Five credits may be granted for reading medical textbooks. A copy of the home study form may be found at www.osteopathic.org.

IV. CME on the Internet
Osteopathic physicians may earn up to a maximum of 9 credits of their Category 1-A requirement from interactive Internet CME (i.e., up to nine Category 1-A CME credits for members with a requirement of thirty Category 1-A credits). Category 1-A interactive Internet CME credits earned in excess of nine will be applied to the Category 1-B and Category 2-A or category 2-B CME requirements.

A. Interactive CME
Category 1-A credit will be awarded for real-time, interactive conferencing CME on the Internet or case presentations, which includes both an online pre and post test and allows the participant to ask questions of the presenter in real-time during the presentation. The CME event must meet AOA quality guidelines, the 1-A faculty/hours requirement, and must be sponsored by an AOA-accredited Category 1 CME sponsor. These courses would be considered live on the Internet.

Category 2-A credit will be awarded to real-time, interactive CME programs on the Internet that are produced by CME providers accredited by AMA or approved by the AAFP. These courses must be real-time, interactive simultaneous conferencing.

To receive credit for interactive Internet CME, osteopathic physicians must complete a CME quiz with a passing grade of 70% which includes a post-test, and the sponsor of the program must provide this information to the AOA, along with the category and number of CME credits requested. A quiz may be taken a maximum of three times to achieve a passing grade of 70%, this includes two retakes if the quiz is failed initially.

B. Non-Interactive CME
Category 1-B credit will be awarded to audio and video programs on the Internet sponsored by AOA-accredited Category 1 CME sponsors that meet the AOA quality guidelines, and faculty/hours requirement. These courses are typically programs that are available on an on demand schedule and are not a real-time, interactive simultaneous conference.

Category 2-B credit will also be awarded to journal-type CME on the Internet that is produced by an AOA-accredited sponsor, AMA sponsor, or 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 interactive CME Internet program and activity and to deny CME credit at its discretion.

V. Specific Course Credits and Limitations
Risk management and managed care programs will be awarded Category 1-A, 1-B, 2-A, or 2-B credit based on the standard CME classifications with the following exceptions:

A. **Risk Management Programs**
   1. Risk management programs will be 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.
   2. Risk management programs will be granted Category 2-A credit if they are clinical in nature sponsored by an AOA-accredited Category 1 CME sponsor but do not meet the 1-A faculty/hours requirement; are sponsored by an AMA-accredited organization; or an AAFP-approved program.
   3. Risk management programs will be granted Category 1-B credit if they are administrative in nature and sponsored by an AOA-accredited Category 1 CME sponsor.
   4. Risk management programs will be granted Category 2-B credit if they are administrative in nature and are provided by an AMA-sponsor or AAFP-approved.
   5. A maximum of five CME credits may be earned for risk management courses per year.

B. **Managed Care Programs**
   1. Managed care programs will be 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.
   2. Managed care programs will be granted Category 1-B credit, if they are sponsored by an AOA-accredited Category 1 CME sponsor and the program does not meet the AOA Category 1-A faculty/hours requirement.
   3. Managed care programs will be granted Category 2-A credit if they are sponsored by an AMA-sponsor or AAFP-approved.
   4. A maximum of five CME credits may be earned for managed care courses per year.
VI. CME Credit for Standardized Life Support Courses
The following standardized life support courses including provider, refresher and instructor will be awarded AOA Category 1-A CME credit up to a maximum of 8 credits per three year cycle. The remainder of the credits for the standardized courses will be awarded Category 1-B CME credit up to the limits as indicated in the table below.

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Provider Course</th>
<th>Refresher Course</th>
<th>Instructor Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Trauma Life Support</td>
<td>17</td>
<td>8</td>
<td>11</td>
</tr>
<tr>
<td>Advanced Cardiac Life Support</td>
<td>12</td>
<td>6</td>
<td>8</td>
</tr>
<tr>
<td>Basic Life Support (health care provider)</td>
<td>4</td>
<td>2</td>
<td>8</td>
</tr>
<tr>
<td>Pediatric Advanced Life Support (AHA)</td>
<td>14</td>
<td>8</td>
<td>9</td>
</tr>
<tr>
<td>Advanced Pediatric Life Support (AAP)</td>
<td>14</td>
<td>8</td>
<td>9</td>
</tr>
<tr>
<td>Neonatal Advanced Life Support</td>
<td>8</td>
<td>4</td>
<td>6</td>
</tr>
<tr>
<td>Advanced Life Support in Obstetrics</td>
<td>17</td>
<td>8</td>
<td>9</td>
</tr>
<tr>
<td>Adult Fundamentals of Critical Care Support (AFCCS)</td>
<td>13</td>
<td>8</td>
<td>13</td>
</tr>
<tr>
<td>Pediatric Fundamentals of Critical Care Life Support (PFCCS)</td>
<td>13</td>
<td>8</td>
<td>13</td>
</tr>
<tr>
<td>Advanced HAZMAT Life Support (AHLS)</td>
<td>24</td>
<td>24</td>
<td>31</td>
</tr>
<tr>
<td>Advanced Burn Life Support (ABLS)</td>
<td>7</td>
<td>7</td>
<td>4.5</td>
</tr>
<tr>
<td>Basic Disaster Life Support (BDLS)</td>
<td>7.5</td>
<td>7.5</td>
<td>7.5</td>
</tr>
<tr>
<td>Advanced Disaster Life Support (ADLS)</td>
<td>15.5</td>
<td>15.5</td>
<td>4</td>
</tr>
</tbody>
</table>

Credit will be awarded for successful completion of an eligible standardized life support course as per the above table. Online standardized courses will be awarded CME credit for the practical part only.

VII. Bioterrorism Courses
Bioterrorism courses are eligible for Category 1-A credit up to a maximum of 8 credits per three year CME cycle. The remainder of the credits will be awarded Category 1-B CME credit. Self-Study or Home Study courses are not eligible for 1-A or 1-B credit.

VIII. Non-Qualified Activities
A. Volunteer Work
   The AOA applauds volunteer work, but such work does not qualify for CME credit.

B. Post Graduate Studies
   Studies undertaken in the quest for advanced degrees, whether master of science, master of public health, master of business administration, or doctorate, does not qualify for CME credit.

C. Medical Facility Tours
   Such tours do not qualify for CME credit.

IX. CME Requirements for Certified Physicians
A. AOA Board Certified Physicians
1. Physicians who are board certified are required to earn a minimum of 50 CME credits within their specialty in each three-year CME cycle. These credits may be earned in Category 1 or Category 2. (Please see Specialty Board for clarification.)

2. **Certifications of Added Qualification (CAQs).** For osteopathic physicians holding certification(s) of added qualification (CAQs), a minimum of 25% of the credits (13 credits) must be earned at the level of the CAQ. At least 30% of the specialty CME credits (15 credits) must be earned in the primary certification.

3. CME sponsored by osteopathic specialty affiliates in the individual’s declared specialty, will be applied to this requirement on an unlimited hour-by-hour basis.

4. CME sponsored by AOA CME Sponsors other than the individual’s declared specialty affiliate may be awarded by the certifying board with jurisdiction up to a maximum of 25 credits per cycle.

B. **ABMS Board Certified Physicians**

1. Physicians who are both AOA and ABMS board certified are required to earn the same specialty CME credit hours as DOs who are AOA board certified only in order to meet AOA specialty requirements.

2. Physicians who are solely certified in an ABMS specialty are required to obtain a minimum of 10 Category 1-A credits in AOA sponsored CME programs during each three year CME cycle in order to meet AOA specialty requirements.

3. Physicians who are solely certified through the ABMS must meet the 120 hour AOA membership requirement.

Please contact the certifying board for information regarding the use of preceptoring or other credits towards this requirement. Osteopathic Physicians may refer to [www.osteopathic.org](http://www.osteopathic.org) for additional information regarding the “AOA Specialty Continuing Education (CME) Policy” regarding specialty CME program requirements.

Note: 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. **Exemptions/Reductions**

A. **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 geographic boundaries of the United States and Canada; student members; interns, and residents; fellows; members participating in AOA recognized postgraduate programs; military members assigned positions other than in his/her specialty or who are involved in significant military operations; and disabled members. AOA Life Members in active practice have a CME requirement.

B. **Osteopathic Physicians in the Military Reductions/Waivers**
The council is aware of the difficulty that osteopathic physicians in the military, Veterans Administration, and U.S. Public Health Service may have in acquiring osteopathic continuing medical education. The Uniformed Services encourages osteopathic physicians to meet his/her full obligation to CME and the AOA also believes 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 credits per year or up to fifteen of the thirty AOA Category 1A credit requirements per three-year cycle will be reduced. This reduction is available only to those physicians on active duty who have accumulated a total of one hundred and twenty credits of CME and who request said reduction from the Council on CME. The total CME requirement will be proportionally adjusted for time spent out of the United States.

Osteopathic physicians serving in the uniformed services, who are engaged in active military operations, may be granted a waiver of his/her AOA CME requirement for membership if that physician is CME deficient at the end of the current CME cycle.

Any osteopathic physician, other than career military personnel, who is called to active duty, emergency need duty, military operation, or placed on stand-by, and is CME deficient at the end of a CME cycle, may request to have his/her CME requirement waived or reduced.

C. Extenuating Circumstances
If there are extenuating circumstances that prevents a physician from obtaining sufficient credit, such as serious illness, financial, or family problems, he/she is urged to report this to the AOA Council on Continuing Medical Education and the Membership Department, as he/she may qualify for a reduction in requirements. Changes in a physician’s practice status since the beginning of the CME cycle may reduce his/her AOA CME requirement. For additional information on extenuating circumstances, please contact the Director of CME at 800-621-1773, extension 8262.

AOA exemptions or reductions in the number of required credits, for membership or certification, do not pertain to individual state CME licensing requirements. The Council on CME will grant no reductions without due cause unless policy advises otherwise.

XI. Failure to meet the AOA CME Requirement – End of CME Cycle
Beginning with the current CME cycle ending Dec. 31, 2012, AOA members will have five months following the close of a cycle to fulfill his/her CME requirements. Previously, members were allowed 17 months following the close of a cycle to fulfill the CME requirement and maintain his/her AOA membership and AOA board certification. If there are any questions about the change, contact the CME Service Center at cme@osteopathic.org

Note: 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.

XII. Reporting CME Activities
To report AMA or AAFP CME programs, a certificate of attendance must be provided to the AOA Division of CME indicating the total number of hours attended. Reporting of AOA CME credit is the responsibility of the approved AOA sponsor.

Other Questions

If there are any questions concerning the CME program or ways in which to receive, credit or questions regarding a physician’s status, please contact the AOA Division of CME at 800-621-1773 Ext. 8262. In addition, the Frequently Asked Questions (FAQs) are available online at www.osteopathic.org.

The following CME Reporting forms are available at www.osteopathic.org.
1. Healthcare Facility Education Activities
2. Individual Certification
3. Home Study
4. Non-Osteopathic Programs – Category 1-B
5. Exemption/Reduction Form
6. 1-A AMA Specialty/Subspecialty

“AOA Coming Events,” a listing of upcoming CME programs, are available in the Continuing Medical Education section at www.osteopathic.org.

Members may view his/her CME Activity Report (CAR) by visiting www.osteopathic.org. Additionally, CME online courses are available at this site.

The Council on CME maintains 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 accept CME credits at its discretion. Osteopathic physicians are responsible for remaining abreast of the rules and regulations of CME.