



AMERICAN OSTEOPATHIC ASSOCIATION

TREATING OUR FAMILY AND YOURS

CME Reporting Instructions

CME credits can be reported to the AOA by email, fax or mail.

AOA Category 1 credit including (1-A and 1-B) is osteopathic credit. Osteopathic credit **does not** need to be self-reported to the AOA. Osteopathic activities sponsored by AOA Category 1 CME Sponsors, **must be** reported to the AOA Division of CME directly from the osteopathic sponsor. Use these instructions to report Category 2 or non-osteopathic credit.

Acceptable Category 2 credit by the AOA include: AMA accredited or AAFP approved credits. These types of credits are usually listed on the certificate of attendance as being:

- *AMA PRA Category 1 Credit™*
- *Accredited by:* Accreditation Council for Continuing Medical Education (ACCME) or
- *Approved by:* American Academy of Family Physicians (AAFP)

Follow these instructions:

1. *(Optional):* Use the Individual Certification Form as a cover sheet with submissions. *This form is not mandatory, and is included only as an option.*
2. Include an AOA number with all submissions.
3. Submit copies of the certificates of attendance. Do not send the originals.
4. Include a contact phone number and/or email address in case there are questions.

Please Note:

- Reported credits take at least two-weeks to post to CME Activity Reports
- Credits reported via email, will receive an automatic emailed response
- Please do not submit the same certificates of attendance more than once, as this slows the posting process.

Credits Not Applicable for 2013-2015 CME cycle:

- Credits used previously to fulfill previous CME cycle requirements
- Credits earned or acquired prior to Jan. 1, 2013
- Credits not accredited by AMA or approved by AAFP

Contact the Division of CME for Questions:

American Osteopathic Association
Division of Continuing Medical Education
142 E. Ontario St.
Chicago, IL 60611

Phone: (800) 621-1773, ext. 8262

Fax: (312) 202-8202

Email: cme@osteopathic.org