



CME REPORTING FORM

INSTRUCTIONS

Please complete the attached form and return it to the following address:

Kettering Health Dayton
Medical Education/CME
405 W. Grand Avenue
Dayton, OH 45405

Reports are made to the AOA on an annual basis, and any forms received will be reported by the Medical Education Department to the AOA.

The following are highlights of information obtained from the American Osteopathic Association Continuing Medical Education Guide:

For the 2022-2024 CME cycle, all non-time-limited diplomates will be required to earn 120 total CME credits regardless of specialty, unless they choose to voluntarily participate in OCC. All time-limited diplomates and non-time-limited diplomates voluntarily participating in OCC are required to meet the requirements of their board(s).

AOA Category 1-A: **Formal osteopathic CME:** Formal face-to-face programs or interactive online programs sponsored by AOA-accredited Category 1 CME sponsors: **Rules, caps, etc.:** Granted on an hour-for-hour basis. Specialty-specific certifying boards have the discretion to determine when in-person CME is important (e.g., clinical procedural content) and limit the amount of online CME earned during a 3-year CME cycle accordingly.

Medical Teaching: Formal delivery of medical education lectures in the following settings: Osteopathic and allopathic medical colleges; Specialty or divisional society conferences; To students, interns, residents, fellows, and staff. **Rules, caps, etc.:** Granted on an hour-for-hour basis. Must be verified by the CME department of the medical college, sponsoring, hospital, or sponsor (To report CME earned by medical teaching, please submit a letter from the institution stating the number of hours and date(s) to receive credit). **CME credits will not be awarded for preparation of lectures.**

AOA Category 1-B credit:

Faculty/Preceptors: Serving as GME faculty, GME core faculty, or preceptors in any AOA-approved osteopathic or ACGME-accredited graduate medical education.

Rules, caps, etc. Granted on an hour-for-hour basis. A Maximum of 20% of the required CM credits per 3-year CME cycle may be earned for precepting medical students, residents, and/or fellows.

No credit is available for precepting physician assistants and practitioners. If CME for GME Faculty/Precepting is not reported directly to the sponsor, please submit a letter from the institution stating the number of hours and date(s) to receive credit.

Committee and hospital staff work: Participating in patient care in non-administrative hospital department staff activities, including care-based committees, such as: Critical care committee, Utilization review, Pharmacy and therapeutics, Patient safety, Tumor board, Morbidity and mortality, Any other patient-care oriented committee designed to improve patient care.

Rules, caps, etc.: To obtain credit, physicians must submit the appropriate form. Maximum of five (5) CME credits can be earned per 3-year AOA CME cycle.

For more information, please go to the AOA CME website: <https://osteopathic.org/cme/cme-guide/>

I. CME Category and Activity Descriptions

The AOA assigns CME credit to four categories: 1-A, 1-B, 2-A, and 2-B. Category 1 is typically osteopathic CME and Category 2 is typically non-osteopathic CME. Category A is usually live activities while Category B is not (with a few exceptions). View a detailed breakdown of CME activity options for each category below. If there is no specific cap noted in the “Rules, Caps, etc.” section, there is no limit to how many credits a physician can earn from that activity during the 2022-2024 certification CME cycle.

Category 1-A		
Activity type	Description	Rules, Caps, etc.
Clinical Case Presentations and Research Poster Presentations	<ul style="list-style-type: none"> Preparing and presenting a clinical case or research poster presentation implemented by an AOA-accredited sponsor 	<ul style="list-style-type: none"> Must be primary author Will receive 5 CME credits per presentation
Exam Construction – Item Writing	<ul style="list-style-type: none"> Writing examination items of which six (6) items are accepted by an AOA specialty certifying board or conjoint committee, an AOA-accredited Category 1 provider, and/or the National Board of Osteopathic Medical Examiners 	<ul style="list-style-type: none"> One (1) Category 1-A CME credit will be awarded per six (6) accepted items
Federal Activities (Active Duty/ Uniformed Service)	<ul style="list-style-type: none"> Formal CME programs to participants who are on active duty or employed by a uniformed service 	<ul style="list-style-type: none"> Granted on an hour-for-hour basis All other federal CME activities will receive Category 1-B CME credit
Formal Osteopathic CME	<ul style="list-style-type: none"> Formal, face-to-face programs or interactive online programs sponsored by AOA-accredited Category 1 CME sponsors 	<ul style="list-style-type: none"> Granted on an hour-for-hour basis
Grand Rounds	<ul style="list-style-type: none"> Must be conducted by an AOA-accredited Category 1 CME sponsor to receive Category 1-A CME credit 	<ul style="list-style-type: none"> Granted on an hour-for-hour basis All non-osteopathic grand rounds will receive Category 1-B CME credit
Interactive CME on the Internet	<ul style="list-style-type: none"> Synchronous or asynchronous delivery of interactive internet CME provided by an AOA-accredited Category 1 CME sponsor 	<ul style="list-style-type: none"> If delivery of content is asynchronous, to qualify for Category 1-A credit, instructor responses to participant questions must be received within one week. Synchronous or asynchronous, interactive internet CME from <i>AMA PRA Category 1™</i> or AAFP- accredited sponsors will count as Category 2-A.

Judging Osteopathic Clinical Case Presentations and Research Poster Presentations	<ul style="list-style-type: none"> Serving as a formal judge for osteopathic clinical case presentations and research poster presentations at a formal CME function implemented by an AOA-accredited sponsor 	<ul style="list-style-type: none"> Granted on an hour-for-hour basis Maximum of ten (10) CME credits per 3-year certification CME cycle
Medical Teaching	<p>Formal delivery of medical education lectures in the following settings:</p> <ul style="list-style-type: none"> in DO or MD medical colleges at specialty or divisional society conferences to students, interns, residents, fellows, and staff 	<ul style="list-style-type: none"> Granted on an hour-for-hour basis Must be verified by the CME Department of the medical college, sponsoring hospital, or sponsor CME credits will not be awarded for preparation of lectures To report CME earned by medical teaching, please submit a letter from the institution stating the number of hours and date(s) credit was received
Medical Teaching – Standardized Life Support Courses	<p>Teaching of standardized life support courses. Includes the following types of courses:</p> <ul style="list-style-type: none"> Adult Fundamentals of Critical Care Support Advanced Burn Life Support Advanced Cardiac Life Support Advanced Disaster Life Support Advanced HAZMAT Life Support Advanced Life Support in Obstetrics Advanced Trauma Life Support Basic Disaster Life Support Basic Life Support Neonatal Resuscitation Program Pediatric Advanced Life Support (AHA) or Advanced Pediatric Life Support (AAP) Pediatric Fundamentals of Critical Care Life Support 	<ul style="list-style-type: none"> Granted on an hour-for-hour basis. Maximum of ten (10) CME credits per calendar year Certificate or teaching log must be submitted for application of CME credit CME credits will not be awarded for preparation of courses

Oral/Practical Examinations for AOA Certifying Boards	Administration of an oral and/or practical examination for an AOA specialty certifying board	<ul style="list-style-type: none"> • Granted on an hour-for-hour basis
Standardized Federal Aviation Courses	The following courses can count for credit: <ul style="list-style-type: none"> • Aviation Medicine • Basic Standardized Seminars • Cardiology-themed Seminars • Flight Surgeon Primary Course • Neurological-themed Seminars • All federally mandated medical courses • All standardized CME courses offered for the purpose of maintaining an aeromedical examiner designation 	<ul style="list-style-type: none"> • Granted on an hour-for-hour basis • Must be sponsored by the Federal Aviation Administration, the United States Armed Services, or the Civil Aeronautic Institute
Standardized Life Support Courses	Standardized life support courses including provider, refresher, and instructor levels. Includes the following types of courses: <ul style="list-style-type: none"> • Adult Fundamentals of Critical Care Support 	<ul style="list-style-type: none"> • Online standardized courses will be awarded CME credit for the practical part only • If a physician submits a certificate of completion

Category 1-B		
Activity type	Description	Rules, caps, etc.
AOA Primary Certification Examination	<ul style="list-style-type: none"> Passing any AOA specialty certifying board primary certification examination 	<ul style="list-style-type: none"> 15 Category 1-B CME credits for each exam passed
AOA Subspecialty/ CAQ Certification Examination	<ul style="list-style-type: none"> Passing any AOA specialty certifying board certification examination in any subspecialty or certification of added qualifications 	<ul style="list-style-type: none"> 15 Category 1-B CME credits for each exam passed
AOA OCC Component 3 Examination/ Process	<ul style="list-style-type: none"> Passing any AOA specialty certifying board OCC examination or completing the OCC Component 3 process in any specialty, subspecialty, or certification of added qualifications 	<ul style="list-style-type: none"> A maximum of 25% of the required CME credits per 3-year certification CME cycle may be earned for this activity type.
Exam Construction – Clinical Case Development	<ul style="list-style-type: none"> Writing clinical cases accepted by an AOA specialty certifying board, conjoint committee, or the National Board of Osteopathic Medical Examiners 	<ul style="list-style-type: none"> Participation in exam development/ construction and job task analyses can earn a maximum combined 50% of the required CME per 3-year certification CME cycle
Exam Construction – Committee Work	<ul style="list-style-type: none"> Meetings or seminars of an AOA specialty certifying board, conjoint committee, AOA practice affiliate's postgraduate in-service examination committee, or the National Board of Osteopathic Medical Examiners 	<ul style="list-style-type: none"> Participation in exam development/ construction and job task analyses can earn a maximum combined 50% of the required CME per 3-year certification CME cycle
Federal Programs (not Active Duty / Uniformed Service)	<ul style="list-style-type: none"> Any formal CME programs to participants who are not on active duty or employed by a uniformed service 	<ul style="list-style-type: none"> Active duty or uniformed service employment constitutes category 1-A
Fellowship Training	<ul style="list-style-type: none"> Formal training as a fellow in an AOA-approved or ACGME-accredited training program 	<ul style="list-style-type: none"> Twenty (20) credits of Category 1-B CME may be awarded per year
GME Faculty/Preceptors	<ul style="list-style-type: none"> Serving as GME faculty, GME core faculty, or preceptors in any AOA-approved osteopathic or ACGME-accredited graduate medical education 	<ul style="list-style-type: none"> Granted on an hour-for-hour basis A maximum of 20% of the required CME credits per 3-year certification CME cycle may be earned for precepting medical students, residents, and/or fellows No credit is available for precepting physician assistants or nurse practitioners If CME for GME Faculty/Precepting is not reported directly by the sponsor, please submit a letter from the institution stating the number of hours and date(s) to receive credit
Grand Rounds (Non-osteopathic)	<ul style="list-style-type: none"> Grand rounds that occur at an organization that is not an AOA Category 1 CME sponsor 	<ul style="list-style-type: none"> Granted on an hour-for-hour basis

Job Task Analyses (JTAs)	<ul style="list-style-type: none"> • Participation in the development of a Job Task Analysis for an AOA specialty certifying board, conjoint committee, or response to the survey given as part of the JTA process • JTAs are essential self-assessment examinations conducted every 5-7 years as the basis for all board certification examinations 	<ul style="list-style-type: none"> • Participation in exam development/ construction and job task analyses can earn a maximum combined 50% of the required CME per 3-year certification CME cycle
Journal Reading (JOM and other osteopathic journals)	<ul style="list-style-type: none"> • Reading an issue of the <i>Journal of Osteopathic Medicine (JOM)</i> and passing the respective CME quiz with a minimum grade of 70% 	<ul style="list-style-type: none"> • Two (2) CME credits will be awarded for each issue of the <i>JOM</i>; one (1) CME credit will be awarded for activities completed via AOA Online Learning • Reading of all other osteopathic medical journals indexed in PubMed qualifies for AOA Category 1-B credit • Reading of all other medical journals qualifies for AOA Category 2-B credit and is awarded one-half (0.5) CME credit for each journal read and reported on the form • Reading of journals indexed in PubMed, other types of home study, and noninteractive CME on the internet have a combined maximum of 50% of the required CME credits per 3-year certification CME cycle • Non-members who submit hard copies of completed quizzes will be charged a fee per <i>JOM</i> quiz for staff time to grade, record, and provide a letter as documentation of applicable CME. In addition, non-members have the capability of completing the quizzes online at aoaonlinelearning.osteopathic.org
Medical Teaching – Lab Sessions	<p>Formal delivery of medical education labs in the following settings:</p> <ul style="list-style-type: none"> • in DO or MD medical colleges • at specialty or divisional society conferences • to students, interns, residents, fellows, and staff • Instructors grade practical exams and oral presentation and offer feedback regrading strengths, area for improvement, rapport building, physical exam techniques, etc. 	<ul style="list-style-type: none"> • Granted on an hour-for-hour basis. • A maximum of 20% of the required CME credits may be earned in this activity type • Must be verified by the CME Department of the medical college, sponsoring hospital, or sponsor. • CME credits will not be awarded for preparation of labs • To report CME earned by medical teaching – lab sessions, please submit a letter from the institution stating the number of hours and date(s) credit was received

<p>Non-Interactive CME on the Internet</p>	<ul style="list-style-type: none"> Includes audio and video programs on the Internet sponsored by AOA accredited Category 1 CME sponsors These courses are typically programs that are available on an on-demand schedule and are not a real-time, interactive simultaneous conference 	<ul style="list-style-type: none"> Reading of journals indexed in PubMed, other types of home study, and non- interactive CME on the internet have a combined maximum of 50% of the required CME credits per 3-year certification CME cycle
<p>Non-osteopathic CME Programs (conversion from Category 2-A to Category 1-B)</p>	<ul style="list-style-type: none"> Non-osteopathic CME programs can automatically count as Category 2-A or 2-B credit The BOS may recognize non-osteopathic specialty or subspecialty programs that would otherwise qualify as Category 2-A credit for Category 1-B credit, when there is no equivalent course content available within the osteopathic profession. Credit for such programs will be applied to all physicians in that specialty or subspecialty who participate in the course. The course must consist of at least three (3) credit hours and be provided by a provider accredited by the ACCME for AMA PRA Category 1 Credit™ or the AAFP, or an internationally known sponsor acceptable to the BOS 	<p>To request consideration for Category 1-B credit, the physician must write to the BOS at AOA Headquarters in Chicago and provide the following:</p> <ol style="list-style-type: none"> A completed Non-osteopathic Program's Requests for Category 1- B Credit form A copy of the printed program (or syllabus) outlining the lectures being presented, length of the lecture and the faculty presenting at the conference. An official document verifying the physician's attendance. <ul style="list-style-type: none"> The applicant should be aware that this request will be forwarded to the specialty affiliate to verify that similar programs and/ or lectures have not been or are not being offered by an AOA-accredited CME provider. The AOA performs reviews of non-osteopathic courses as a member service. Non-members may request AOA Category 1-B credit for non-osteopathic sponsored CME programs by following the same procedure outline, along with payment of a fee for each program submitted for review
<p>Peer Review</p>	<ul style="list-style-type: none"> Participation as a physician peer reviewer for the JOM and other AOA Category 1 CME Sponsor requesting CME credit 	<ul style="list-style-type: none"> Three (3) Category 1-B CME will be awarded per completed peer review for the JOM and/ or other AOA Category 1 CME Sponsor with a maximum of 20% of the required CME credits per 3-year certification CME cycle
<p>Publications</p>	<ul style="list-style-type: none"> Development and publication of scientific papers and online osteopathic educational Programs 	<ul style="list-style-type: none"> 10 CME credits per article published



CME REPORTING FORM

NAME: _____

OFFICE ADDRESS: _____

PHONE: _____ FAX: _____

E-MAIL: _____ AOA #: _____

AREAS OF TEACHING	CATEGORY	DATES (use separate sheet if necessary)	TOTAL 1A Hours	TOTAL 1B Hours
MUST BE SPONSORED BY AN AOA-ACCREDITED CATEGORY 1 CME SPONSOR	1A			
Bioskills Lab (1.0 for each hour)	1B			
Board Review	1B			
Departmental Education Meeting	1B			
Grand Rounds (Non-osteopathic receive 1B)	1A			
Hospital Rotation (1.0 for each hour)	1B			
Journal Club	1B			
Medical Education Committee(s)	1B			
Morning Report	1B			
Noon Lecture	1B			
Office/Clinic Rotation (1.0 for each hour)	1B			
Publications (10 CME credits per article published)	1B			
Surgery	1B			
Textbook Review	1B			
Tumor Board	1B			

- Credits for the 2022-2024 CME cycle must be submitted by December 31, 2024.
- The program director for your specialty must sign CME form before returning to Medical Education.

Requestor's Signature _____ Date: _____

Approved by: _____

Program Director _____ Date: _____

Director of Medical Education _____ Date: _____
James A. Schoen, D.O.