

## CME Reporting Instructions

*CME credits can be reported to the AOA by email: [crc@osteopathic.org](mailto:crc@osteopathic.org) or fax: (312)202-8202.*

*Use these instructions to report Category 2 or non-osteopathic credit.*

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 Customer Service Department directly from the Category 1 CME sponsor. Category 1 CME Sponsors have up to 90 days after their program to submit credits to the AOA.

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:**

*(Optional):* Use the Individual Certification Form as a cover sheet with submissions. *This form is not mandatory, and is included only as an option.*

1. Include an AOA number with all submissions.
2. Submit copies of the certificates of attendance. Do not send the originals.
3. 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 2016-2018 CME cycle:**

- Credits used previously to fulfill previous CME cycle requirements
- Credits earned or acquired prior to Jan. 1, 2016
- Credits not accredited by AMA or approved by AAFP

**Questions?** Contact the AOA Customer Resource Center by Phone: (888) 62 MY AOA or (888) 626-9262, option 1, or by email at [crc@osteopathic.org](mailto:crc@osteopathic.org).