

CME Reporting Instructions

CME credits can be reported to the AOA by email: 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

Contact the AOA Customer Resource Center for Questions: Phone: (800) 621-1773, option 1