

The Maine Osteopathic Association Continuing Medical Education Accreditation Program Definitions for Program Sponsors

The Following definitions are to be considered when applying for American Osteopathic Association (AOA) CME credit for a formal program.

Category 1-A CME Credit ~ Formal education program developed in concert with the Maine Osteopathic Association, with 50% of the presenters are osteopathic physicians, or MD's, PhD's, or other professionals with graduate degrees who hold a full-time faculty appointment at a college of osteopathic medicine, **OR**

50% of the total educational hours are presented by osteopathic physicians, or MD's, PhD's or other professionals with graduate degrees who hold a full-time faculty appointment at a college of osteopathic medicine.

Category 1-B CME Credit ~ AOA accredited or approved hospital committee and departmental conferences with the review and evaluation of patient care, and conferences.

Category 2-A CME Credit ~ Formal educational programs sponsored by non-AOA accredited and/or approved hospital committee and departmental conferences of an educational nature, such as tumor board and tissue committee conferences, hospital staff, departmental and division educational meetings.

Geographic Definitions

1. **State Program** – A program being promoted within the state in which the program will be held.
2. **Regional Program** – A program being promoted within the state in which the program will be held, as well as promoted to nearby states.
3. **National/International Program** – A program being promoted nationally or internationally, regardless of where the program will be held and/or a program held in more than one state.

Program Definitions

1. **Single Program** – A one-time program NOT held as part of a regularly scheduled hospital/medical staff series program. May be intended primarily for an audience in a single state or region, or may be intended for a national or international audience.
2. **Regularly Scheduled Hospital/Medial Staff Series Programs** – These programs are defined as programs in a series that are similar in format and are regularly scheduled throughout the year on different topics. Individual program within a series may not exceed four hours in length. The location of these programs may vary due to accessibility of meeting locations but will be held within a single state. Example of regularly scheduled hospital/medical staff series programs include case presentations, grand rounds, tumor boards, morbidity/mortality conferences, etc.
3. **Multiple site/date Program** – A single program which is repeated at various locations or held on different dates. These programs may be designated as either state/regional programs or national/international programs.
4. **Mini-residency/fellowship** – Programs of varying lengths designed to upgrade the knowledge and skills of physicians in specific areas. May be intended for local physicians or may be available to physicians nationally.

Maine Osteopathic Association (MOA) Application for Program Approval

Instruction Sheet

When submitting course approval application, please note the following:

- *Payment for application fee **MUST** be included (see separate sheet for fee schedule)*
- *Application for Program Approval form must be completed. Mail to: MOA, 693 Western Ave., #1, Manchester, ME 04351*
- *Allow 4 – 6 weeks for review process.*
- *Application for CME program approval **MUST** be submitted at least 4 weeks prior to the CME event.*

General Instructions:

Please note the following when completing the MOA CME Application:

1. Promotional materials may make reference to the MOA or its accreditation system prior to the actual notification that credit has been awarded. You may state that the program may be “eligible” for AOA CME credits.
2. Upon written authorization from the MOA, the statement of accreditation should clearly indicate the type of credit and the precise number of hours awarded. Printed publicity for a program granted approval by the MOA must be presented in this form: “This Program has been reviewed and is acceptable for _____ hours of Category _____ credits by the American Osteopathic Association.”
3. Approval for AOA credit does not confer or imply authorization to use the AOA corporate seal or the registered symbol on CME course materials or otherwise in conjunction with CME programs.
4. Any program with a minimum of 4 hours of CME content, approved at least three (3) months in advance of program date will be publicized in the quarterly MOA newsletter.
5. The sponsor must provide a certificate to osteopathic physician attendees, documenting their attendance at the CME program and the number hours received, as well as send the attendance record to the MOA to ensure that the physicians records are updated.
6. Sponsors can submit this application on a quarterly basis, provided all information is complete.
7. Enclose payment for application fee and mail to:

*Maine Osteopathic Association
693 Western Avenue, #1, Manchester, ME 04351
Ph: 207-623-1101 Fax: 207-623-4228
Email: amanley@mainedo.org Website: www.mainedo.org*

The Maine Osteopathic Association Accreditation Review Fee Schedule

1. **National/International Program**
 - A. Single Program ~ \$100.00 application fee
 - B. Multiple site/date Program ~ \$100.00 application fee for the first presentation of the program plus \$10 for each additional presentation of the same program in a calendar year.

2. **State/Regional Program**
 - A. Single Program ~ \$50.00 application fee
 - B. Multiple site/date Program ~ \$50.00 application fee for the first presentation of the program plus \$10 for each additional presentation of the same program in a calendar year.

3. **Hospital/Medical Staff Programs/Academic Training Programs**
 - A. Series Program or Mini-fellowship or mini-residency ~ \$100.00 annual fee for the first application from an institution for a hospital/medical staff series program or a mini-fellowship or mini-residency, plus \$10 for each additional approved program in a calendar year.

Please Enclose payment payable to:

Maine Osteopathic Association
693 Western Avenue, #1
Manchester, ME 04351

Please Indicate the Fee Due \$ _____

Maine Osteopathic Association
693 Western Ave., #1, Manchester, ME 04351
Ph: 207-623-1101 Fax: 207-623-4228
Email: amanley@mainedo.org Website: www.mainedo.org

MAINE OSTEOPATHIC ASSOCIATION APPLICATION FOR PROGRAM APPROVAL
(THIS FORM MUST BE TYPED)

Date: _____

For State audience.
 Check if this is a medical staff series-type program

For Regional (includes surrounding states).

For National/International audience.

The following course/program is being submitted for review (2 copies of draft program/agenda must be attached)

Course Title: _____

Date(s) of Course/Program: _____ Total Hours Requested: _____

Location(s) of Course/Program: _____
(e.g. auditorium/hospital/hotel) (City) (State)

Sponsoring Organization: _____

Program Director: _____

Address: _____

Contact Person for Registrants: _____

Telephone: _____ FAX: _____

Name/Address to mail MOA action: _____

Subject Matter: _____

Indicate GRANTOR (Pharmaceutical/Other) _____ OR NONE:

Complete 1 through 4:

1. Description of Principal Audience and Program Objectives: _____

2. Description of Method of Teaching: _____

3. Description and Use of Program Evaluation: _____

4. IN ORDER FOR THE APPLICATION TO BE CONSIDERED, THE PROGRAM DIRECTOR MUST ATTEST TO THE FACT THAT THIS PROGRAM IS IN COMPLIANCE WITH THE "STANDARDS OF CONTINUING MEDICAL EDUCATION." The signature below verifies that each of the Standards, as outlined in brief on the back of this form, has been initialed and the program meets every requirement. Non-compliance with any regulations governing CME may result in the sponsoring organization being placed on probationary status for future accreditation by the MOA.

Name (please print) Telephone Signature of Program Director

DO NOT WRITE IN THIS AREA – FOR MOA OFFICE USE ONLY

Date Received: _____ Check #: _____ Amount \$: _____

As Education Chair of the state in which this program is to be held, I recommend it for _____ AOA, Category _____ credit hours, OR _____ I disapprove OR _____ I approve with changes, for the following reason(s):

(Signature of Education Chair)

(Date)

The following represents a summary of the Standards for Continuing Medical Education. This is intended as a device to assist you in your program planning.

INITIAL EACH STANDARD

- _____ 1. The program sponsor is responsible for the content, quality, scientific integrity, identification of needs, determination of educational objectives selection of content, faculty, educational methods and materials, and evaluation of CME programs certified for credit.
- Program is free of commercial influence in the planning and program content in these areas:
- a. Commercial product bias
 - b. design and production of education activities. Sponsor has responsibility for
 - (1) content of slides and reference materials which do not enhance the specific proprietary interests of the commercial supporter
 - (2) determining what information, if any, provided by commercial supporter will be included in program planning/production; use of such information may not be a condition of support
 - (3) content of course promotions/materials are authorized by sponsor and will identify the educational activity as produced by the sponsor
 - (4) ensuring that the content of repeated programs is the same as previously approved programs and each program meets all "Standards"
 - (5) when educational activities consisting of concepts or materials prepared by proprietary entities are used, they must adhere to the Standards, especially with regard to independence in planning, designing, delivering, and evaluating such activities.
- _____ 2. Program gives a balanced view of therapeutic options, uses generic drug names and/or trade names of the products of several companies, is objective in reporting of research, and discloses unlabeled use of commercial products.
- _____ 3. Arrangements for commercial exhibits have NOT influenced program planning nor interfere with CME presentations, nor are a condition of support. No commercial promotional materials will be displayed nor will sales activity be allowed in the same room immediately before, during, or after a CME event.
- _____ 4. Funds from a commercial source should be in the form of an educational grant to the sponsor for support of programming and the terms, conditions, and purposes of such grants be documented by a signed agreement. All support must be given with the full knowledge and approval of the sponsor. No other funds from a commercial source shall be paid to the director of the activity, faculty, or others involved with the supported activity. The commercial support will be acknowledged in printed program materials, however, reference must not be made to specified products. Following the CME activity, the sponsor should be prepared to report each commercial supporter information concerning the expenditure of funds. Each commercial supporter should report to the sponsor information concerning their expenditures in support of the activity in cases where no educational grant is given.
- _____ 5. Commercially supported social events do not compete with, nor take precedence over the educational events.
- _____ 6. CME faculty and sponsor relationships with commercial supporters shall be disclosed to participants in program materials prior to educational activities, or from the podium for regular events, such as grand rounds.
- _____ 7. Funds provided by a commercial source will not be used to pay expenses for course non-faculty. Selection of medical students, residents, or fellows to receive special funding has been done by the academic or training institution, or sponsor with concurrence of the academic or training institution.

Maine Osteopathic Association
693 Western Ave., #1 Manchester, ME 04351
Ph: 207-623-1101 Fax: 207-623-4228
Email: amanley@mainedo.org Website: www.mainedo.org