



CME Sponsorship Application

Necessary Paperwork Checklist

All applications must be submitted at least **90 days** prior to the date of the program unless other arrangements have been made. Grand Rounds applications must be submitted at least 30 days prior to the program date. For reference, below is the list of information required to submit an application. **Please note:** *All required documents must be submitted in their entirety with the application before the approval process can begin.*

Program Title: _____

Program Date: _____

Contact: _____

Agenda & Marketing: Finalized program marketing and event handouts must be submitted to the Osteopathic Founders Foundation for approval **BEFORE** distribution. All publications must include the accreditation statement and logo of the Osteopathic Founders Foundation. **Please note:** *The accreditation statement and high-resolution logo will be sent to you upon approval of this application.*

- Brochure / Save the Date
- Agenda with Titles, Speaker Names, and Credentials (50% of total educational credits must be presented by osteopathic physicians.
 - A minimum of 50% of the educational content must be presented by an osteopathic physician. *Moderators are not considered as contributing to content if they simply introduce speakers and topics.*

Speaker Documentation (for each speaker): Speaker COI's and current CV's (less than two years old) MUST be submitted with this application. Electronic versions of all finalized speaker PowerPoint slides must be provided **TWO weeks prior to the event** for review and approval. *However, if applying for Proper Prescribing accreditation, PowerPoint slides must be submitted **SIX weeks prior to the event.***

- Name, Credentials, Presentation Title, Speaking Time
- CV (less than two years old)
- Speaker Contract & COI Disclosure Statement(s)
 - *COI Disclosure Statement(s) must acknowledge applicable relationships for the past two years OR 24 months*
- Practice Gap Analysis with objectives and references to peer-reviewed literature
 - *CME activities must address one or more of the AOA's seven core competencies or one of the five osteopathic models with attention to the tenets (these have been listed for you on the last page)*
- Presentation Slides

Registration: We require that you collect at minimum First Name, Last Name, Credentials, AOA Number (DO's only), and an Email Address for each registrant. An excel spread sheet must be provided of all registrant's information no more than one week after the conclusion of the event.

Registration Log

Sign-in sheet: For live, in-person events, attendees MUST sign-in upon arrival. Copies of the sign-in sheet must be provided to OFF no more than one week after the conclusion of the event. For live, virtual events, a participant log MUST be submitted in place of a sign-in sheet. This log must show the **name** of the attendee and the **time of their login** to the event. Phone-in participation will NOT be accredited.

Attendance Record

Attestation & Evaluation Forms: Attestation and Evaluation forms MUST be submitted by ALL participants regardless of their medical degree or credentials. All CME activities must be evaluated to assess the extent to which the program has achieved a change in competence, performance, or patient outcomes. **Attestation and Evaluations forms MUST be approved by the Osteopathic Founders Foundation.** If the form is found to be inadequate in measuring the required outcomes, a separate form will be created by OFF and must be collected for all participants. **IMPORTANT:** Virtual programs will only be approved if you can demonstrate an ability to provide individual evaluations and attestations in a printable format for each participant.

Evaluation & Attestation Form

All Attestation and Evaluations are due to OFF no more than one week after the conclusion of the event. Participants must attest to their attendance in order to receive CME credit. Attested hours must be commensurate with attendance records.

Program Documentation (if applicable)

- Proof that commercial support is appropriately acknowledged in printed and promotional material
- Funding Statement (How were funds received from supporters expended? How were speakers paid?)
- Disclosure Statement (How was the this given to the attendees?)

All applications must be approved before printing or advertising an AOA accreditation statement. If a statement is published prior to approval, your application may be denied. Once an application has been approved, a signed letter will be sent to you with the appropriate accreditation verbiage for publication. **Please note:** *Your application form and the required documents must be submitted in their entirety before the approval process can begin.*

For Reference:

CME programs must address one or more of the AOA seven core competencies:

- I. *Osteopathic philosophy and osteopathic manipulative medicine*
- II. *Medical knowledge*
- III. *Patient care*
- IV. *Interpersonal and communication skills*
- V. *Professionalism*
- VI. *Practice-based learning and improvement*
- VII. *System-based practice) (biomechanical, neurological, respiratory-circulatory, metabolic, and behavioral).*

The five modes of osteopathic medicine are the cornerstone of osteopathic principles and philosophy (OPP). They provide the foundation of the basic and clinical sciences that are integrated into osteopathic medicine. These include:

- I. *Biomechanical*
- II. *Neurological*
- III. *Respiratory-circulatory*
- IV. *Metabolic*
- V. *Behavioral*

The Tenets of Osteopathic Medicine express the underlying philosophy of osteopathic medicine and were approved by the AOA House of Delegates as policy. These include:

- I. *The body is a unit; the person is a unit of body, mind, and spirit.*
- II. *The body is capable of self-regulation, self-healing, and health maintenance.*
- III. *Structure and function are reciprocally interrelated.*
- IV. *Rational treatment is based upon an understanding of the basic principles of body unity, self-regulation, and the interrelationship of structure and function.*