

CME Reporting Instructions

AOA Category 1 CME Credit

AOA Category 1 CME 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.

AOA Category 2 CME Credit

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

- **Online:** CME Self-Reporting CME Portal, (Login Required)
[URL:https://physicianportal.osteopathic.org/PhysicianCreditEntry/ManageCredits](https://physicianportal.osteopathic.org/PhysicianCreditEntry/ManageCredits)
- **By Email:** memberservice@osteopathic.org, include AOA number on all documentation.

Acceptable Category 2A/2B 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)

Instructions to Submit:

A. Using Individual Certification Form (Optional): The Individual Certification Form can be used as a cover sheet with submissions but is not mandatory.

B. Submitting Certificates, Transcripts or Letter of Verification by email.

1. Include an AOA number with all submissions.
2. Submit documents in .PDF format. *Do not send the originals.*
3. Please include your contact information such as a phone number and/or email address for any needed follow up.

Please Note:

- Credits submitted on through the Self-reporting Tool, will appear on CME reports instantly. Email submission will take 5-10 business days for processing.
- 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 2019-2021 CME cycle:
 - Credits used previously to fulfill previous CME cycle requirements
 - Credits earned or acquired prior to Jan. 1, 2019
 - Credits not accredited by AMA or approved by AAFP

Questions? Contact the AOA Member Resource Center

Monday through Friday, 7:00 AM to 5:00 PM, Central

Toll-free: 1 (888) 62 MY AOA, Option 1 or by **Email:** memberservice@osteopathic.org