



# *Joint Sponsorship with the OOF*

## **Getting CME Approval and Credit from the OOF**

### **STEP 1 – getting credit approval from the Ohio Osteopathic Foundation (OOF)**

Please email [cme@oanet.org](mailto:cme@oanet.org) the following at least one month prior to your approved program date.

- A description of the needs assessment process and procedure used in determining the content and topic of the program (include any supporting documents).
- A copy of the CME program brochure or agenda distributed to participants at the CME program. The brochure or agenda must list commercial supporters, identify audience, and state the following:

“The Ohio Osteopathic Foundation is accredited by the American Osteopathic Association to provide osteopathic continuing medical education for physicians. The Ohio Osteopathic Foundation designated this program for a maximum of \_\_\_\_ hours of AOA Category 1-A credits and will report CME and specialty credits in accordance with the extent of the physicians’ participation in this activity.”

### **STEP 2 – getting the necessary documents to put on a CME program**

Please refer to the [CME CHECKLIST](#) document to gather the necessary documents that are needed by the AOA for program audit.

### **STEP 3 – getting the physicians the CME credit**

After your program, please email the following to the OOF at [cme@oanet.org](mailto:cme@oanet.org)

- FINAL program.
- Roster of Attendance. [\\*must be submitted on the excel document provided by the AOA](#)
- Speaker Roster. [\\*must be submitted on the excel document provided by the AOA](#)
- Specialty Credit Spreadsheet (if applicable). [\\*must be submitted on the word document provided by the AOA](#)