



Joint Sponsorship with the OOA/OOF CME Approval and Credit

STEP 1 – *getting event approval from the Ohio Osteopathic Association (OOA) and credit approval from the Ohio Osteopathic Foundation (OOF)*

Please email cme@ooanet.org the **OOA District Academy CME Seminar So-Sponsor Approval Form** (no less than 60 days before the planned seminar)

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.

Please know 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 3 – *getting the physicians the CME credit*

After your program, please email the following to the OOF at cme@ooanet.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](#)
- Use the **CME Program Fee Calculation Form** to determine fees. Mail a check for the appropriate fees to the Ohio Osteopathic Foundation, PO Box 8130, Columbus, OH 43201