

Maine Osteopathic Association Continuing Medical Education

REQUEST FOR JOINT SPONSORSHIP & AOA CME ACCREDITATION

Date Application Submitted _____ Date Application Received (for office use) _____

Program Title: _____

Program Date: _____ Location: _____

Sponsoring Organization: _____

MOA Affiliation / Relationship, if any: _____

Contact Name: _____ Phone: _____ Email:

Contact

address: _____

Planning Committee Members: _____
(all planning committee members are required to complete a [Disclosure form](#))

AOA CME Requested 1-A 1-B 2-A 2-B (see [AOA CME definitions here](#)) # of credits anticipated:
_____ (please complete and submit [Credit Grid](#)) Anticipated Attendance _____

Program Type: In Person Formal live activity (lecture, symposium, seminar, workshop)
Live interactive online activity (webinar, live stream, etc)
 Interactive on demand online CME (*instructor responses to participant questions received within 48 hrs*)
 Non-Interactive online CME (audio and video programs, no opportunity for faculty interaction)
 Standardized life support program
 Other (specify): _____

If an online format will be utilized for some or all participants, please explain how Q/A interaction will take place or how questions will be addressed: _____

Target Audience: MD/DO RN APRN/NP PA Other (specify): _____

Educational formats to be used (check all that apply): _____

Small group discussion/panel Chart review / Recall Case presentations Q&A
 Hands-on practice Videotape
 Lecture Pre- and Post-tests Zoom Other:

Why is this format being used to present this material? _____

Anticipated Registration Fee \$ _____ (if multiple fees, list all) _____

Will the course or event receive commercial support? Yes No

(Commercial Support Definition: Monetary or in-kind contributions given to a CME sponsor that is used to pay for all or part of the costs of a CME activity)

If yes, list name(s) of commercial support organizations (use another sheet if necessary)

Osteopathic Core Competencies Requirement

CME activities must address one or more of the AOA seven core competencies or the Osteopathic Tenets:

- a. Osteopathic Principles and Practice;
- b. Medical Knowledge and Its Application into Osteopathic Medical Practice;
- c. Osteopathic Patient Care;
- d. Interpersonal and Communication Skills in Osteopathic Medical Practice
- e. Professionalism in Osteopathic Medical Practice
- f. Osteopathic Medical Practice-Based Learning and Improvement
- g. System-Based Osteopathic Medical Practice

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

In order to document this requirement, the AOA requires that at least one learning objective be aligned with an osteopathic core competency listed above. This can be documented on the practice gap analysis, or elsewhere, and will be requested when an activity is selected for review by the AOA. See the template on Osteopathic.org for a complete example and definitions of each competency.

DO Faculty 50% Ratio Rule: For AOA 1A Content to be approved, at least 50% of the total educational credits must be presented by osteopathic physicians. For up to 10% of this 50%, CME sponsors may count non-DOs who serve as full-time faculty of core faculty in programs with Osteopathic Recognition. The remaining professionals may include subject matter experts approved by an educational planning committee. A process to seek an exemption of this requirement is available, but requests should be made at least three months prior to the activity.

What are the program’s Learning Objectives: *(must be measurable learning objectives. Ex: participant will learn the symptoms and preferred treatment methods for <topic>)* Here is a helpful article on crafting learning objectives.

1. _____
2. _____
3. _____

Practice Gap Analysis

In addition to the listing of learning objectives, a Practice Gap Analysis is required to be completed and submitted with this application ([template](#), [example](#))

Activities exempt from providing a practice gap analysis include:

- a. OMM/OMT/OPP.
- b. Activities addressing non-clinical core competencies (professionalism, communications, systems-based practice).
- c. Faculty development activities.
- d. State licensure requirements, such as risk management.

- e. Board preparation courses.
- f. Topics for which the AOA has specific policy endorsing or encouraging CME (need only refer to the specific policy e.g., Inhalation of Volatile Substances; Teenage Alcohol Abuse; and Training on Extended Release-Long Acting (ER/LA) Opioid Risk Evaluation and Mitigation Strategy (REMS), and Stimulant Abuse.)

Outcomes Measurement

An outcomes measurement of the effectiveness of an activity shall be conducted. No CME shall be awarded for this activity. ***This can be conducted by survey following the activity or by a simple question or series of questions such as “List at least one thing you learned from this activity”; or “will you implement anything learned from this activity into your practice? If so, what and how? If not, why not?” as a component of your activity evaluation.***

Required documentation to accompany this application:

1. Draft or preliminary agenda, including
 - Topics or presentation titles
 - CV and Faculty Disclosures for each presenter (necessary to determine CME category)
 - Start and finish times for all talks, breaks, lunches, etc.
2. Draft copies of promotional materials, including web content.
3. Practice Gap Analysis (template, example)
4. Credit Grid outlining course schedule and how this relates to total credits offered.
5. Draft Evaluation tool (including outcomes measurement) -- template
6. Planning committee disclosure form for each individual involved in activity creation
7. Letter of Agreement for commercial support (if applicable, template here)

Note: all final promotional materials must contain the accepted accreditation language provided by MOA application approval. *Under no circumstances may a brochure or flyer state “CME anticipated” or “CME applied for.” The only exception to this is a Save the Date card, which may state that CME will be offered.*

The application will not be considered, nor will CME credit be determined or awarded, until CME department receives all of the required documentation and payment.

Sample Forms:

1. Practice Gap Analysis (template, example)
4. Credit Grid
5. Draft Evaluation tool (including outcomes measurement) -- template
6. Planning committee disclosure form for each individual involved in activity creation
7. Letter of Agreement for commercial support (if applicable)

Forward completed form, along with required documentation and a non-refundable application fee (see below) to:

Amanda Mahan, Executive Director
Maine Osteopathic Association
11 Parkwood Drive, Suite 205, Augusta, ME 04330
Phone: 207-623-1101, FAX: 207-623-4228
Email: amahan@mainedo.org

The Maine Osteopathic Association

2025-2026 Joint CME Accreditation Review Non-refundable Fee Schedule

1. National/International Program

- a. Single Program ~ \$1000.00 application fee
- b. Multiple site/date Program ~ \$1000.00 application fee for the first presentation of the program plus \$500 for each additional presentation of the same program in a calendar year (faculty, objectives and format must be the same).

2. Local/State/Regional Program

- a. Single Program ~ \$500.00 application fee
- b. Multiple site/date Program ~ \$500.00 application fee for the first presentation of the program plus \$250 for each additional presentation of the same program in a calendar year (faculty, objectives and format must be the same).

**Application fees are non-refundable.*

Event Advertising

Approved activities will receive one courtesy posting in the newsletter and on the Upcoming Events page on MOA website. Additional advertising is available for an additional charge.

MOA Standard Advertising Rates

Website Banner Ad:

1 month: full color, 1 ad run	\$250
1 Quarter: full color, can change Ad up to 2x	\$600
Full year: Full Color, can change Ad up to 4x annually.	\$2000

E-Newsletters:

E-Newsletter Standard: (250 words or less, one photo, one link to pdf file, appears for 2 issues/weeks) \$250

E-Newsletter Premium: (up to 500 words, plus up to 2 photos, unlimited links, up to 2 file links and appears for 4 issues/weeks) \$500