

**STATE MEDICAL BOARD OF OHIO
CONTINUING MEDICAL EDUCATION (CME)**

**DOCTOR OF PODIATRIC MEDICINE
(DPM)**

**LAST NAME BEGINS WITH THE LETTERS
H - K**

A. INTRODUCTION

This booklet contains important information on the mandatory Continuing Medical Education (CME) program which has been certified by the Ohio Podiatric Medical Association (OPMA), Doing Business As the Ohio Foot and Ankle Medical Association (OHFAMA), and approved by the State Medical Board of Ohio (Board). CME requirements are imposed by Ohio law as enacted by the Ohio General Assembly.”

B. OUTLINE OF PROGRAM

For those individuals whose original last name of record with the Board begins with the letters H - K, the CME program consists of two categories, Category 1 and Category 2. A description of Categories 1 and 2 is contained in the CATEGORIES OF ACCEPTABLE CME (See Page 2). Between July 2, 2016 and July 1, 2018, at least 40 hours of CME MUST be earned in Category 1, although the total 100 hours MAY be earned in Category 1. There is a limit of 60 hours of CME activity falling within Category 2. If you have been licensed during the registration period, see Page 2. If you have been ill or out of the country during the registration period, see Page 4.

The categories of acceptable CME for licensure are based upon those outlined by the Council for Podiatric Medical Education and the Ohio Foot and Ankle Medical Association (OHFAMA) CME Program and as are set forth in their entirety the CME PROGRAM AS CERTIFIED BY OHFAMA AND APPROVED BY THE BOARD (See Page 5).

WHEN UNDERTAKING A CME PROGRAM, BE CERTAIN TO ASCERTAIN FROM THE SPONSOR OR CO-SPONSOR WHETHER THAT ACTIVITY WILL BE CREDITED TOWARD THE PODIATRIC CATEGORY 1 OR CATEGORY 2 REQUIREMENT. IF NECESSARY, YOU MAY CONTACT THE OHFAMA FOR MORE INFORMATION. CONTINUING EDUCATION CONTACT HOURS ARE 60 MINUTE PERIODS AND CONSIST OF INTERACTION BETWEEN A PARTICIPANT AND FACULTY, OR BETWEEN A PARTICIPANT AND MATERIALS THAT HAVE BEN PREPARED TO RESULT IN LEARNING.

Podiatrists wishing to have courses/programs considered for continuing education approval may complete a CME Approval Request Form and send the required materials to:

CME Committee
Ohio Foot and Ankle Medical Association
1960 Bethel Rd, Ste 140
Columbus, Ohio 43220

The Committee will evaluate the course/program and advise the remitter in writing of the category and number of credits approved. Requests for evaluation must include a copy of the program which clearly identifies the time schedule (including all breaks), the speakers, their credentials and complete topics and adjournment time. Once the course is complete a copy of the registration list must be submitted as well.

C. RENEWAL PROCEDURE AND COMPLIANCE WITH CME REQUIREMENTS

The Board, during the first week of April 2018, shall mail an application for registration to every podiatrist whose last name begins with the letters H - K who is registered to practice podiatry. The application shall be such as to contain proper space for the applicant's signature and the insertion of the required information, including a statement that the applicant has fulfilled the CME requirement imposed. No documentation need be submitted with renewal registration.

In order to fulfill renewal requirements, a podiatrist must do the following:

- 1) Complete the requisite number of hours of approved CME.
- 2) Certify upon the license renewal application card that CME requirements have been met.
- 3) Forward the signed renewal card and renewal fee to the State Medical Board.
- 4) In the event of an audit, the licensee must be able to provide documentation of all CME courses attended.

In the year following license renewal, a random selection of physicians may be selected for audit to determine that they have met the CME requirement. ***It is imperative that each doctor maintain accurate records of CME activities for purposes of possible audit.***

D. DOCUMENTATION OF ACCEPTABLE CME

Category 1 CME activities with accredited sponsorship must meet Board approval. At least 40 credits MUST be earned in Category 1. The total 100 credits MAY be earned in this category. The chart below lists examples of Category 1 CME documentation that may be helpful.

DPM DOCUMENTATION - CATEGORY 1	
<u>ACCEPTABLE</u>	<u>UNACCEPTABLE</u>
<ul style="list-style-type: none"> • Program certificate or letters. Documentation must show name of program, sponsor, doctor's name, dates, number of hours and indication of accreditation. • Letters from residency or fellowship program. Must show dates of participation and name of doctor. 	<ul style="list-style-type: none"> • Seminar or meeting brochures alone. • Notes or letters not written on appropriate letterhead. • Payment receipts. • Seminar or meeting brochures alone. • Notes or letters not written on appropriate letterhead. • Payment receipts.

E. CME REQUIREMENTS FOR INDIVIDUALS INITIALLY LICENSED DURING THE REGISTRATION PERIOD

Podiatrists initially receiving licenses in the interim period during the registration period need not complete the full 100-hour requirement. The chart below indicates the number of hours they will be required to accumulate before the renewal registration. Credits earned during the registration period before actual licensure is issued CANNOT be counted for interim CME requirements. Only those hours earned from the date of licensure forward may be counted.

- Individuals licensed between July 2, 2016 and July 1, 2017 must earn a total of 50 credits of CME. At least 20 credits of CME **MUST** be earned in Category 1, although the total 50 credits **MAY** be earned in Category 1. There is a **MAXIMUM** of 30 credits for CME activities falling within Category 2.
- Individuals licensed between July 2, 2017 and December 31, 2017 must earn a total of 25 credits of CME. At least 10 credits of CME **MUST** be earned in Category 1, although the total 25 credits **MAY** be earned in Category 1. There is a **MAXIMUM** of 15 credits for CME activities falling within Category 2.
- Individuals licensed between January 1, 2018 and June 30, 2018 **WILL NOT** be required to complete any CME requirements prior to registration, but are required to submit application for relicensure.

DATE LICENSE INITIALLY RECEIVED	CATEGORY 1 CREDITS	CATEGORY 2 CREDITS	TOTAL REQUIRED CREDITS
July 2, 2016 to July 1, 2017	20 minimum	30 maximum	50
July 2, 2017 to December 31, 2017	10 minimum	15 maximum	25
January 1, 2018 to June 30, 2018	0 minimum	0 maximum	0

F. LICENSE RENEWAL

All podiatrists registering for each renewal must comply with the CME requirements as outlined herein. **NO EXCEPTIONS EXIST FOR THOSE PODIATRISTS CURRENTLY NOT WORKING IN THE MEDICAL PROFESSION OR WHO ARE RETIRED.**

During the year immediately following renewal, a random sample of doctors will be selected for audit to determine if the CME requirement has been met. It is imperative that you maintain accurate records of CME activities for purposes of possible audit.

No provisions exist for reciprocity of CME requirements for re-registration between Ohio and other states.

G. REQUESTS FOR PARTIAL EXEMPTION

Partial exemptions can be granted on an individual basis only to those who have been ill or out of the country **FOR MORE THAN SIX CONSECUTIVE MONTHS** during the registration period. The illness or absence from the country must have affected one's reasonable opportunity to participate in CME activities. A total of five hours (two from Category 1 and three from Category 2) will be subtracted from the 100-hour requirement for each month's exemption which is approved. Requests for exemption under the above provisions should be made in writing to the Board at the following address.

State Medical Board of Ohio
Continuing Medical Education Exemption
30 E. Broad St, 3rd Floor
Columbus, Ohio 43215-6127

An Exemption Application can then be mailed to you for completion. It is extremely important that you contact the Board as soon as possible concerning exemption requests. Requests received late in the registration period will delay processing of your license renewal.

H. OUT-OF-STATE REGISTRANTS

Those individuals residing out of the state must complete the required CME prior to registration even though not currently practicing in Ohio.

IT IS IMPORTANT TO NOTE THAT THE BOARD WILL RECOGNIZE PODIATRIC CATEGORY I CREDIT ATTAINED IN ANY INSTITUTION ACCREDITED FOR CME BY THE CPME OR THE OHFAMA, WHETHER THAT INSTITUTION IS IN OHIO OR ELSEWHERE.

I. INTERNSHIPS, RESIDENCIES AND FELLOWSHIPS

Fifty hours of Category I credit may be claimed for each full year of internship, residency or fellowship training taken in a program that has been approved by the Council on Podiatric Medical Education. Study for a related degree may also be included. Full-time study for part of a year is accepted as one credit hour per week. **Credits may not be claimed in any other category during the time in which the podiatrist was in full-time training in an approved program.**

TRAINING MUST HAVE BEEN TAKEN DURING THE REGISTRATION PERIOD TO QUALIFY FOR CREDIT. **ANY TRAINING RECEIVED PRIOR TO PERMANENT LICENSURE MAY NOT BE CLAIMED.**

CME requirements are imposed by Ohio law as enacted by the Ohio General Assembly. For purposes of this document, the term “certified” describes a process whereby the Ohio State Medical Association (OSMA), the Ohio Osteopathic Association (OOA), and the Ohio Foot and Ankle Medical Association (OHFAMA) define their respective CME program requirements for submission on a periodic basis to the board for approval. The Board considers approval of each association’s CME program requirements which consist of CME courses and activities that are deemed acceptable for completing the requisite hours of CME by each licensee.

IMPORTANT CONTINUING MEDICAL EDUCATION INFORMATION

CME PROGRAM AS OUTLINED BY THE CPME & OHFAMA AND APPROVED BY BOARD

CATEGORY I - MINIMUM OF 40 CREDIT HOURS OF THE TOTAL HOUR REQUIREMENT ARE MANDATORY UNDER THIS GENERAL CATEGORY. ANY PODIATRIST, IF HE/SHE CHOOSES, MAY FULFILL ALL OF HIS CME REQUIREMENTS UNDER THIS CATEGORY.

Category I - Shall consist of courses or Internet programs offered by the APMA or its affiliates such as state and local affiliates, Colleges of Podiatric Medicine, accredited hospitals, recognized institutions and organization such AMA, AOA, and their affiliates, American Diabetes Association, etc., pertaining to patient care and the practice of podiatric medicine and surgery.

CATEGORY II - A MAXIMUM OF 60 CREDIT HOURS OF THE REQUIRED 100 HOURS MAY BE EARNED UNDER THIS CATEGORY.

Category II - Shall consist of instruction (sponsored pharmaceutical companies, health care providers) in medical topics such as self-study format, reading journals, preparation of scientific articles, board testing, individual programs and other educational experiences not covered in Category I. This category is meant to encourage the widest possible selection of both formal and informal educational activities. The category also includes topics related to practice administration which have direct bearing on patient care and topics related to risk management.

SUMMARY OF PODIATRIC CME	
TOTAL REQUIREMENT - MINIMUM 100 CREDITS PER REGISTRATION PERIOD	
<p><u>CATEGORY 1</u> (MINIMUM OF 40 HOURS REQUIRED)</p> <p>Category I - Courses or Internet programs offered by the APMA or its affiliates such as state and local affiliates, Colleges of Podiatric Medicine, accredited hospitals, recognized institutions and organization such AMA, AOA, and their affiliates, American Diabetes Association, etc., pertaining to patient care and the practice of podiatric medicine and surgery.</p>	<p><u>CATEGORY 2</u> (MAXIMUM OF 60 HOURS ALLOWED)</p> <p>Category II - instruction (sponsored pharmaceutical companies, health care providers) in medical topics such as self-study format, reading journals, preparation of scientific articles, board testing, individual programs and other educational experiences not covered in Category I. This category is meant to encourage the widest possible selection of both formal and informal educational activities. The category also includes topics related to practice administration which have direct bearing on patient care and topics related to risk management.</p>

<p><u>FOR QUESTIONS REGARDING LICENSE RENEWAL AND CME CONTACT:</u></p> <p>STATE MEDICAL BOARD OF OHIO CME, RECORDS AND RENEWAL UNIT 30 E. BROAD ST, 3rd FLOOR COLUMBUS, OHIO 43215-6127 (614) 466-3934</p>	<p><u>FOR QUESTIONS REGARDING CME PROGRAM APPROVAL CONTACT:</u></p> <p>CME COMMITTEE OHIO FOOT AND ANKLE MEDICAL ASSN. 1960 BETHEL RD, SUITE 140 COLUMBUS, OHIO 43220 (614) 457-6269</p>
--	---

Revised 10/2016