

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

**DOCTOR OF MEDICINE (MD)
LAST NAME BEGINS WITH THE LETTERS
H - K**

A. Introduction

This document contains important information on the mandatory Continuing Medical Education (CME) requirements.

It is important to note that the Board will recognize AMA PRA Category 1 (Category 1) credit attained by any institution or organization which is accredited to provide CME by the Ohio State Medical Association (OSMA), the Accreditation Council for Continuing Medical Education (ACCME), or any other State Medical Association recognized by the ACCME as an accredited provider of CME whether that institution is in Ohio or elsewhere. See paragraphs H and I for information about credits awarded by the American Osteopathic Association (AOA) or American Academy of Family Physician (AAFP).

Throughout this document, you will notice that CME “hours” is now referenced as CME “credits.” The American Medical Association (AMA) made this language change in 2003; however, it is still appropriate to use hours to calculate credit. The value of one hour of education is one credit, unless otherwise noted in the AMA PRA application.

B. Outline of CME Program Requirements

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 Category 1 and 2 credits can be found in paragraph M). Between July 2, 2014 and July 1, 2016, at least 40 credits of CME MUST be earned in Category 1, although the total 100 credits MAY be earned in Category 1. There is a limit of 60 credits of CME activity falling within Category 2. If you have been licensed during the registration period, see paragraph E. If you have been ill or out of the country during the registration period, see paragraph G.

The categories of acceptable CME for licensure are based upon those outlined in the American Medical Association Physician Recognition Award Program (AMA PRA). The categories are included in their entirety in this document under the section entitled Category 1 and Category 2 Credit (see paragraph M).

C. Renewal Procedure and Compliance with CME Requirements

During the first week of April 2016, the Board shall mail an application for registration to every person whose last name begins with the letters H - K who is registered to practice medicine or surgery. 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 physician must do the following:

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

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

D. Documenting CME Credit

At least 40 credits **MUST** be earned in Category 1. The total 100 credits **MAY** be earned in this category. Below are some examples of Category 1 CME documentation.

Acceptable documentation of CME

- Hospital or institutional computer listings, e.g., grand rounds, teaching rounds and seminars. Listing must indicate that the activity has been designated for category credit.
- Signed application for AMA PRA. (Dates must coincide with the Board's audit period.)
Note: Certain educational activities not listed in this document as can be reported for AMA PRA Category 1 credit only through the PRA application process, such as publishing an article and specialty board certification and recertification. Contact the AMA PRA for more information (contact information at the end of this document).
- AAFP or ACOG computer printout;
- Activity certificate or letters. Documentation must show name of activity, CME provider, doctor's name, date, number of credits and indication of accreditation; or
- Letters from residency or fellowship program. Documentation must show dates of participation and name of doctor.

Unacceptable documentation of CME

- Seminar or meeting brochures alone.
- AMA PRA certificate alone.
- Notes or letters not written on appropriate letterhead.
- Payment receipts.

E. CME Requirements for Individuals Initially Licensed During the Registration Period

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

- Individuals licensed between July 2, 2014 and July 1, 2015 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, 2015 and December 31, 2015 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, 2016 and June 30, 2016 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, 2014 to July 1, 2015	20 minimum	30 maximum	50
July 2, 2015 to December 31, 2015	10 minimum	15 maximum	25
January 1, 2016 to June 30, 2016	0 minimum	0 maximum	0

F. License Renewal

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

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

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 (two from Category 1 and three from Category 2) will be subtracted from the CME requirement for each month's exemption that 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 Street, 3rd Floor
Columbus, OH 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. American Osteopathic Association Credit

FOR PURPOSES OF RELICENSURE ONLY, the Board has determined that allopathic physicians may claim AMA PRA Category 1 credit for attending CME programs which are acceptable for AOA Category 1-A credit, as outlined in the American Osteopathic Association (AOA) and the Ohio Osteopathic Association (OOA) CME program.

I. American Academy of Family Physician Credit

FOR PURPOSES OF RELICENSURE ONLY, the Board has determined that family practice physicians may claim AMA PRA Category 1 credit for attending CME programs which are acceptable for American Academy of Family Physicians (AAFP) prescribed hours of credit as outlined in the AAFP approval of CME courses and programs.

J. Out-of-State Registrants

It is important to note that the Board will recognize Category 1 credit attained by any provide accredited by the OSMA, the ACCME, or other state medical association, whether that institution is in Ohio or elsewhere.

K. Internships, Residencies and Fellowships

Fifty Category 1 credits may be claimed for each full year of internship, residency or fellowship training taken in a program that has been approved by the Accreditation Council for Graduate Medical Education (ACGME). Study for a medically related degree, such as a Masters degree in Public Health, may also be included. Full-time study for part of the year is accepted as one credit per week. ***Credits may not be claimed in any other category during the time in which the physician was in full-time training in an approved program.*** Credit may be claimed in Category 2 for non-approved internship, residency or fellowship training taken outside the United States.

Training outside the United States as part of an ACGME approved program should be claimed in Category 1 and the approved program identified. THE TRAINING MUST HAVE BEEN TAKEN DURING THE REGISTRATION PERIOD FOR WHICH CREDIT IS CLAIMED. ANY TRAINING RECEIVED PRIOR TO PERMANENT LICENSURE MAY NOT BE CLAIMED.

L. Accredited CME Programs

Only **accredited providers** of CME may certify activities for Category 1 credit.

A current list of OSMA accredited providers can be obtained at

www.osma.org/i4a/pages/index.cfm?pageid=3358

A current list of ACCME accredited providers can be obtained at:

www.accme.org/providers/sec_acp_fl.asp (choose ACCME accredited providers from the menu bar on the left)

M. Category 1 and Category 2 Credit

Category 1 Credit

Value: One credit for each hour of education.

Criteria: Category 1 activities are planned, structured activities offered by an accredited provider of CME who also designates the education for AMA PRA Category 1 credit. The AMA PRA Category 1 Credit is a trademark of the American Medical Association. Accredited providers are required to use “AMA PRA Category 1 Credit TM” whenever the complete phrase is first used in any publication, and periodically through the publication. These learning activities may be in the form of lectures, seminars or workshops, or may be based on self-assessment programs, audiovisual, Internet-based or computer materials. Accredited providers may designate the following types of activities for AMA PRA Category 1 credit:

1. **Live activities** - CME activities that physicians must attend (in person or virtually) in order to claim credit can be offered in a variety of formats that range from national conferences and live Internet teleconferences to local workshops, seminars, grand rounds or departmental scientific meetings.
2. **Enduring materials** include printed, recorded, audio, video and/or online/electronic activities that may be used over time at various locations, and that in themselves constitute a structured CME activity.
3. **Journal-based CME** describes the process by which accredited providers identify an article, within a peer-reviewed, professional journal, that serves as a planned learning activity. To designate journal-based CME activities for AMA PRA Category 1 Credit, providers must incorporate a mechanism for physician reflection and/or interaction with the article content. The latter can be accomplished through an evaluation or examination that physicians return to the provider.
4. **New procedures** - Through new procedures and skills courses, providers can train physicians on topics that allow them to request new or expanded clinical privileges. For these activities, usually surgical or with new medical devices, a provider must assess whether a physician has acquired the knowledge and skills to carry out the new procedure.

5. **Test item writing** activities describe a learning process wherein physicians contribute to the development of high stakes examinations, or certain self-assessment modules, by researching, drafting and defending potential questions.
6. **Manuscript review (for journals)** - Manuscript review activities describe a learning process in which physicians, under the collaborative direction of a journal editor and an accredited provider, critically review assigned journal manuscripts.
7. **Performance improvement (PI)** - activities describe structured, long-term processes by which a physician or group of physicians can learn about specific performance measures, retrospectively assess their practice, apply these measures prospectively over a useful interval, and re-evaluate their performance.
8. **Internet point of care learning (PoC)** CME describes structured, self-directed, online learning by physicians on topics relevant to their clinical practice. Learning for this activity is driven by a reflective process in which physicians must document their clinical question, the sources consulted and the application to practice.
9. **Other activities** - Providers may designate other appropriately structured activities for AMA PRA Category 1 Credit. For example, committee work, learning plans/contracts, etc., that are developed in accordance with all the requirements for designated live activities can be eligible for AMA PRA Category 1 Credit.

Direct AMA PRA Category 1 Credit Activities

In addition to provider designated activities, physicians may claim AMA PRA Category 1 Credit directly from the AMA for learning that occurs in relationship to the activities defined in this section. To obtain credit from the AMA for these activities, physicians can either claim them on their AMA PRA certificate application or apply to the AMA for an AMA PRA Category 1 Credit certificate specific to that activity. These activities include:

1. **Publishing articles** - Publishing, as a lead author, an article in a journal included in the MEDLINE bibliographic database.
Documentation: a reprint or copy of the article's first page.
Credit assignment: ten (10) AMA PRA Category 1 Credits per article.
2. **Poster presentation** - Preparing a poster presentation, which is also included in the published abstracts, for a conference designated for AMA PRA Category 1 Credit.
Documentation: a copy of the page in the conference proceedings that lists the poster abstract and identifies the presenter.
Credit assignment: five (5) AMA PRA Category 1 Credits per poster.
3. **Medically related advanced degrees** - Obtaining a medically related advanced degree, such as a masters in public health, is eligible for AMA PRA Category 1 Credit (not available if the academic program certified individual courses for AMA PRA Category 1 Credit).
Documentation: a copy of the diploma or final transcript.

Credit assignment: twenty-five (25) AMA PRA Category 1 Credits.

Note: *The following two activities can be claimed for either an AMA PRA Category 1 Credit certificate or an AMA PRA certificate.*

4. **ABMS member board certification and Maintenance of Certification (MoC)** - Recognizes the educational effort associated with successfully completing an ABMS board certification process.

Documentation: a copy of the initial certificate, MoC certificate or the specialty board notification letter.

Credit assignment: twenty-five (25) AMA PRA Category 1 Credits; **or**

AMA PRA: a three-year AMA PRA certificate.

5. **Accreditation Council for Graduate Medical Education accredited education** - Recognizes the educational effort associated with successful participation in an Accreditation Council for Graduate Medical Education (ACGME) accredited residency or fellowship program.

Documentation: confirmed through the national graduate medical education census.

Credit assignment: twenty (20) AMA PRA Category 1 Credits per year (up to three years); **or**

AMA PRA: a one, two or three-year AMA PRA certificate; each year of completed training is accepted for one year of the AMA PRA (up to three years).

AMA PRA Category 2 Credit Activities

AMA PRA Category 2 Credit is defined as all educational activities not designated for Category 1 that: comply with the AMA definition of CME; comply with the AMA ethical opinions on Gifts to Physicians from Industry and on Ethical Issues in CME (i.e., are not promotional); and a physician finds to be a worthwhile learning experience related to his/her practice. Accredited providers do not designate activities for AMA PRA Category 2 Credit.

Physicians may claim AMA PRA Category 2 Credit for such learning activities as: teaching residents, medical students or other health professionals; unstructured online searching and learning (i.e., not Internet PoC); reading authoritative medical literature; or participating in live activities not designated for AMA PRA Category 1 Credit. Other examples include:

- Consultations with peers and experts
- Small group discussions
- Self assessment activities
- Medical writing
- Preceptorships
- Research

In each case, the physician individually determines the educational value of those AMA PRA Category 2 activities in which he or she participates.

Documentation: self documented; physicians should self claim credit for appropriate AMA PRA Category 2 activities on their AMA PRA certificate form.

Credit assignment: as with live activities, physicians may self-claim one (1) AMA PRA Category 2 Credit for each 60 minute hour engaged in the learning activity. Physicians may claim credit in 15 minute, or 0.25 credit increments, and round to the nearest quarter hour.

In addition, physicians may be able to claim Category 2 for all educational activities not designated Category 1 that:

1. Comply with the AMA definition of CME, (www.ama-assn.org/ama/pub/category/5689.html)
2. Comply with the AMA ethical opinions on Gifts to Physicians from Industry and on Ethical Issues in CME; (www.ama-assn.org/ama/pub/category/5689.html)
3. A physician finds to be worthwhile learning experience related to his/her practice.

FOR QUESTIONS REGARDING LICENSE RENEWAL AND CME:

State Medical Board of Ohio
CME and Renewal Department
30 E. Broad Street, 3rd floor
Columbus, Ohio 43215-6127
(614) 466-3934
<http://med.ohio.gov/>
MED.Renewal@med.state.oh.us

FOR QUESTIONS REGARDING CME PROGRAM APPROVAL:

Ohio State Medical Association
Education Group
3401 Mill Run Drive
Hilliard, Ohio 43026
(614) 527-6762
www.osma.org
education@osma.org

OTHER RESOURCES:

For online State Medical Board of Ohio complete licensure information and requirements, go to:
<http://med.ohio.gov/licreq.htm>

To obtain an AMA PRA Information Booklet for Physicians and an application, go to:
www.ama-assn.org/go/pr

For online AMA CME resource information, go to:
<http://www.ama-assn.org/ama/pub/category/2797.html>

For information on AMA Gifts to Physicians from Industry, go to:
www.ama-assn.org/ama/pub/category/5689.html

For the AMA definition of CME, go to:
www.ama-assn.org/ama/pub/category/2937.html