

STATE MEDICAL BOARD OF OHIO

CONTINUING MEDICAL EDUCATION **DOCTOR OF PODIATRIC MEDICINE WHOSE** **LAST NAME BEGINS WITH THE LETTERS** **H-K**

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) and approved by the State Medical Board of Ohio (Board). CME requirements are imposed by Ohio law as enacted by the Ohio General Assembly.

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, 2008 and July 1, 2010, 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 in the American Podiatric Medical Association (APMA) and the Ohio Podiatric Medical Association (OPMA) CME Program and as are set forth in their entirety the CME PROGRAM AS CERTIFIED BY OPMA 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 OPMA FOR MORE INFORMATION.

Podiatrists wishing to have seminars evaluated may do so by submitting a copy of the program to:

CME Committee
Ohio Podiatric Medical Association
5310 McKittrick Boulevard
Columbus, Ohio 43235

The Committee will evaluate the seminar and advise the doctor 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.

RENEWAL PROCEDURE AND COMPLIANCE WITH CME REQUIREMENTS

The Board on or before the first day of April 2010, 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.*

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>
<p>Program certificate or letters. Documentation must show name of program, sponsor, doctor’s name, dates, number of hours and indication of accreditation.</p> <p>Letters from residency or fellowship program. Must show dates of participation and name of doctor.</p>	<p>Seminar or meeting brochures alone.</p> <p>Notes or letters not written on appropriate letterhead.</p> <p>Payment receipts.</p>

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.

IMPORTANT CONTINUING MEDICAL EDUCATION INFORMATION

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.

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 APMA OR THE OPMA, WHETHER THAT INSTITUTION IS IN OHIO OR ELSEWHERE.

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 Education of the APMA. 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 Podiatric Association (OPA) 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.

