

**STATE MEDICAL BOARD OF OHIO  
CONTINUING MEDICAL EDUCATION**

**DOCTOR OF MEDICINE WHOSE 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 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.

**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, 2010 and July 1, 2012, 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**

On or before the first day of April 2012, 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:

1. Complete the requisite number of credits 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 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 category 1 or category 2 credits can be reported for AMA PRA category 1 credit only through the PRA application process, such as publishing an article, presenting at a conference, 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, 2010 to July 1, 2011 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, 2011 to December 31, 2011 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, 2012 to June 30, 2012 **WILL NOT** be required to complete any CME requirements prior to registration, but are required to submit application for relicensure.

<b>DATE LICENSE INITIALLY RECEIVED</b>	<b>CATEGORY 1 CREDITS</b>	<b>CATEGORY 2 CREDITS</b>	<b>TOTAL REQUIRED CREDITS</b>
July 2, 2010 to July 1, 2011	20 minimum	30 maximum	50
July 2, 2011 to December 31, 2011	10 minimum	15 maximum	25
January 1, 2012 to June 30, 2012	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 St, 3<sup>rd</sup> 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. Certified 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](http://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](http://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. 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:

- Live or attendance-based activities that require the physician to be in attendance to receive credit include workshops, seminars, grand rounds and departmental scientific meetings.
- Enduring materials that are printed, recorded, audio, video or electronic activities, including Internet, computer-assisted instruction, and broadcast activities, which may be used over time at various locations.
- Journal-based CME is published peer-reviewed professional journals.
- Through new procedures and skills courses, providers train physicians on topics that allow them to request new or expanded clinical privileges. For these activities, the accredited provider must assess whether a physician has acquired the knowledge and skills to carry out the new procedure.

The criteria for category 1 credit is the same as outlined in the most recent AMA PRA Information booklet (see end of document for contact information). The designation of category 1 activities is the responsibility of the accredited organization for CME. It is the responsibility of the physician to ascertain whether an activity is category 1 or 2 before attending.

Licensed physicians may also earn AMA PRA category 1 credit for certain specific activities that providers cannot so designate. To obtain credit for these activities, physicians must apply to the AMA Physician's Recognition Award department (contact information at the end of this document). The State of Ohio Medical Board does accept the PRA application as acceptable documentation of credits earned. Examples of these activities include:

- Articles physician publish, as first or second lead authors, in journals indexed by the *Index Medicus*;
- Teaching at a live activity approved for AMA PRA category 1 credit;
- Preparing a poster presentation, which is also included in the published abstracts, for a live activity approved for AMA PRA category 1 credit;
- American Board of Medical Specialties member board certification or recertification;
- Medically related advanced degrees, such as a masters in public health; and
- Participation in an ACGME accredited residency or fellowship program.

## **Category 2 Credit**

**Value:** One credit for each hour of education.

**Criteria:** Category 2 activities, by contrast, are not been formally designated by an accredited provider of CME. Category 2 credit may be earned for activities physicians have undertaken on their own that should be beneficial to their practice. Credit claimed should be commensurate with the actual time spent on an activity. There is no limit on the number of credits that can be earned in any one specific type of activity, however the number of category 2 credits that may actually be claimed is documented in paragraph E.

Physicians may claim category 2 credit for activities sponsored by non-accredited institutions/organizations. These non-accredited institutions/organizations CANNOT designate activities for credit in either category. 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](http://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](http://www.ama-assn.org/ama/pub/category/5689.html))
3. A physician finds to be worthwhile learning experience related to his/her practice.

Examples of non-designated (not pre-approved for category 1 credit) activities include, but are not limited to:

- Consultations with peers and experts  
Suggestions for documentation: Copy of notes taken with date and time documentation, as well as names of physicians in the consultation
- Medical research and study online  
Suggestions for documentation: Print copy of search results or front page of articles printed, along with date and time documentation.
- Using non-designated enduring materials  
Suggestions for documentation: Keep copy of the materials along with date and time documentation.
- Teaching other doctors and health professionals  
Suggestions for documentation: Copy of notes taken, copy of teaching schedule, along with date and time documentation.
- Reading authoritative medical literature  
Suggestions for documentation: Cover page of article or journal read along with date and time documentation.

FOR QUESTIONS REGARDING LICENSE RENEWAL AND CME:

State Medical Board of Ohio  
CME and Renewal Department  
77 S. High Street, 17<sup>th</sup> floor  
Columbus, Ohio 43215-6127  
(614) 728-3113  
<http://med.ohio.gov/>

**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](http://www.osma.org)  
[education@osma.org](mailto: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](http://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](http://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](http://www.ama-assn.org/ama/pub/category/2937.html)

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