



Texas Osteopathic Medical Association
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The purpose of this letter is to introduce new policies and procedures associated with requesting Texas Osteopathic Medical Association (TOMA) to file continuing medical education credit with the American Osteopathic Association (AOA) on your behalf. The new filing policies and procedures are based on the latest AOA published guidelines from July 2016 which TOMA must abide by as an AOA CME sponsor and will go into effect **January 1, 2017**.

Please reference the below procedures for submitting a request to TOMA for filing continuing medical education credit to the AOA.

PRE EVENT

- Program information/marketing materials must be submitted to **TOMA 120 days prior** to the program start date for review and pre-approval.
- All marketing materials must include the Texas Osteopathic Medical Association as a/the CME Sponsor, the TOMA logo and the accreditation statement below:

The Texas Osteopathic Medical Association is accredited by the American Osteopathic Association to provide osteopathic continuing medical education for physicians. The Texas Osteopathic Medical Association designates this program for a maximum of [number] of AOA Category 1-A credits and will report CME and specialty credits commensurate with the extent of the physician's participation in this activity.

- TOMA will notify you prior to your event with one of the following responses:
 - Program Approved
 - Changes Needed
 - Program Declined

POST EVENT

- You have up to **60 days** following the completion of a program to submit the below required reporting documentation to TOMA. **DO NOT** staple your paperwork.

Reporting documentation includes:

- Signed Attendance Roster with each attendee's AOA #
 - Final Meeting Program
 - Signed Speaker Disclosure Form
- Upon receipt of your final documentation TOMA will send you an invoice for the program filing fees, which are due upon receipt. The AOA fee for recording Category 1A credit is \$25 per program and \$.10 per credit reported. There is also a TOMA administrative processing fee which is \$50 per program.

Please send all requests and/or questions to Lisa Gallo, CMP, TOMA Director of Meetings and Education at lisa@texasdo.org.