

SAMPLE TEMPLATE
(We can prepare this once we receive a full agenda)

University of New England College of Osteopathic Medicine
Department of Continuing Medical Education

<Name of Activity>

<Date(s)>
<Location>

CME/CE Credit Reporting Form

Instructions:

- 1) Check off all sessions you attended.
- 2) Use **only** this form to report hours you attended. (Credit hours are awarded on an hour for hour basis.)
- 3) Total the number of hours you attended and enter the number into the designated space. **(IT IS IMPORTANT THAT YOU ENTER THIS INFORMATION)**
- 4) Complete the information requested at the bottom of the form, then sign and date it.
- 5) Submit this form to the conference staff before leaving.

<Day & Date>

- <Presentation title (# hr)>
<Speaker name and credentials>

- <Presentation title (# hr)>
<Speaker name and credentials>

<Day & Date>

- <Presentation title (# hr)>
<Speaker name and credentials>

- <Presentation title (# hr)>
<Speaker name and credentials>

Please PRINT all information except the signature:

Last Name: _____ First Name: _____ MI _____ Credential _____

Address: _____ City: _____ State: _____ Zip _____

Email address: _____

DO's only: AOA # _____ School: _____ Year _____

Attestation:

I attended _____ hours of approved presentations for an equal number of CME/contact hours and by my signature I certify to the best of my knowledge that the above information is correct.

Signature: _____ Date: _____

***(This form must be completed, signed and submitted in order to qualify for credit.
Originals must be returned to the conference staff for submission to the UNECOM CME Department.
The osteopathic credits will be submitted to the AOA by the University.)***

Specific accreditation for this program is detailed below or on next page.

Insert Approved Accreditation language in this box (This is the accreditation language that the University of New England College of Osteopathic Medicine, Dept. of CME provides) and remove this sentence from your CME/CE form.

The University of New England College of Osteopathic Medicine (UNECOM) is accredited by the American Osteopathic Association (AOA) and the Maine Medical Association (MMA) to provide continuing medical education for physicians. UNECOM has requested that the AOA Council on Continuing Medical Education approve this program for a maximum of < # > hours of AOA Category < > CME credits. Approval is currently pending.

UNECOM designates this educational activity for a maximum of < # > AMA PRA Category < > Credit(s)TM and < # > University of New England contact hours for non-physicians. Contact hours may be submitted by non-physician, non-PA health professionals for continuing education credits.

Application for CME credit has been filed with the American Academy of Family Physicians. Determination of credit is pending. (if applicable)

Physicians and other attendees should only claim credit commensurate with the extent of their participation in this activity. The University, upon receipt of this completed and signed form, will submit the osteopathic credits to the AOA.

This activity has been planned and implemented in accordance with the Essential Areas and Policies of the Accreditation Council for Continuing Medical Education (ACCME) through the joint sponsorship of University of New England College of Osteopathic Medicine (UNECOM) and < your organization >. UNECOM is accredited by the Maine Medical Association Council on Continuing Medical Education and Accreditation to provide continuing medical education for physicians.