



TEACHING CREDIT REPORT FORM - AOA CATEGORY 1A CREDIT

COMPLETED	INCOMPLETE	PROCESS REQUIRED
		PRE-SUBMISSION OF TEACHING CREDITS
		Review the DO CME Benefits Memo
		Ensure that this teaching activity meets the AOA’s definition of “Formal Didactic Sessions” and qualifies for AOA Category 1A credits
		SUBMISSION OF TEACHING CREDITS TO UNECOM, DEPARTMENT OF CONTINUING MEDICAL AND PROFESSIONAL EDUCATION (Room 317, Stella Maris)
		Only submit these credits to the UNECOM, Department of Continuing Medical and Professional Education, using the “Teaching Credit Report Form”.
		Faculty cannot claim “prep” time. It is only hour for hour actual teaching.
		For Internal COM Department medical teaching - Complete the “Teaching Credit Report Form” twice a year and submit preferably electronically to the UNECOM Dept. of CMPE Attention: Suzanne Lavigne at slavigne@une.edu Deadlines: December 1st and May 1st
		The Department Chair/ODME/Chief of Staff must sign off on the Teaching Credit Report Form (unsigned copies will be returned) – this includes SAAO activities.
		For Internal COM Department medical teaching - Submit with each roster the institutional core competency plan or distinct yearly teaching objectives.
		Submit with each SAAO Teaching Session - the Syllabus/Course Outline/Agenda after each session
		Submit with each SAAO Teaching Session the Sign-in sheet after each session.
		Submit with each SAAO Teaching Session the Faculty Disclosure, signed by each faculty member, after each session.
		30 Credits total count toward the 120 AOA requirement (30 1A credits are the minimum; it is allowable to have additional 1A credits or all 120 hours in Category 1A.
		If MD’s teach – they self report their AMA PRA Category 2 credit TM and are responsible for claiming and maintaining a record of their AMA PRA Category 2 credit TM