

Lincoln Memorial University-DeBusk College of Osteopathic Medicine (LMU-DCOM) CME Application & Guidelines for Live and Enduring Activities

Rev 02/26/2026

Purpose: Use this form to apply to have your educational activity certified CME credit. This process helps to ensure the activity is planned, developed, implemented, and evaluated in accordance with the AOA Council on Continuing Medical Education (CCME) Guidelines and AOA Standards for Commercial Support for providing continuing medical education (CME) to physicians in a way that is evidence-based, scientifically balanced, and free from commercial bias.

Instructions: This form is fillable; save the form on your computer, complete required areas, and return to the CME office.

Accreditation Statement: LMU-DCOM is an AOA-CME Category 1 sponsor accredited by the American Osteopathic Association (AOA) Council on Continuing Medical Education (CCME) to present programs that qualify for AOA-CME category 1 credit.

LMU-DCOM is also a “Joint Sponsor” with the Department of Continuing Medical Education at the University of New England College of Osteopathic Medicine (UNECOM), offering *AMA PRA Category 1 Credit™* on most CME activities.

Activity Information	
Activity Title	
Host Organization Name	
Host Organization Address	
Contact Phone	
Contact Email	
Date(s) and Time(s)	
<i>If the proposed program includes multiple presentations and/or activities, please attach a preliminary agenda to this application.</i>	
Activity Location	
CME Requested	<input type="checkbox"/> AOA <input type="checkbox"/> AMA PRA
Anticipated CME hours	
Anticipated Attendance	
Target Audience	<input type="checkbox"/> Physicians (MDs, DOs) <input type="checkbox"/> Nurse Practitioners <input type="checkbox"/> Physician Assistants <input type="checkbox"/> Other (please specify) _____
Anticipated Registration Fee(s) (if multiple list all)	

Activity Type

Activity Type	<input type="checkbox"/> Live in-person program <input type="checkbox"/> Live online program <input type="checkbox"/> Live hybrid program <input type="checkbox"/> Enduring program (typically online; learner completes at their convenience) <input type="checkbox"/> Tumor board or other type of regularly scheduled case conference (RSS) <input type="checkbox"/> Grand Rounds <input type="checkbox"/> Other: _____
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Content Requirements

CME consists of educational activities which serve to maintain, develop, or increase the knowledge, skills, and professional performance and relationships that a physician uses to provide services for patients, the public, or the profession. CME must:

- 1) address shortcomings in the current professional practice of your target audience.
- 2) be free from control of a commercial interest in the identification of the educational needs, determination of educational objectives, selection and presentation of content, selection of all persons and organizations that are in a position to control the content of the CME, selection of educational methods, and evaluation of the activity.
- 3) incorporate educational needs of the target audience into the presentation, be designed to change, at minimum, competence, performance, and patient outcomes, be developed in the context of desirable physician attributes, and promote enhanced quality in health care.
- 4) be based on evidence that is accepted within the profession of medicine as adequate justification for their indications and contraindications in the care of patients.
- 5) promote improvements or quality in healthcare and not a specific proprietary business interest of a commercial interest.

All accredited CME activities should clearly identify the practice gap(s) and need(s) the programming will address.

Practice Gap: the measurable difference between the current state of practice and the desired performance

Need: what learners require to close the practice gap

Documenting the Practice Gap and Need

What is the current state of practice?	What is the ideal state of practice?	What do learners need to close this gap?	What data supports the existence of this practice gap and the need for the programming? <i>(please describe below and attach supporting documentation)</i>

Based on the identified practice gap and need, the educational activity will address:

- Knowledge:** No activity can be approved that provides only knowledge. While the activity can impart knowledge, it must also address competency or performance.
- Competency:** The activity provides not only knowledge but the ability to apply that knowledge.
- Performance:** The activity turns competence into action. It provides the skills, abilities and strategies to implement competence in practice.
- Patient Outcomes:** The activity will impact or change patient health status, patient satisfaction, patient engagement, and or the delivery of safe and effective care.

The data supporting the practice gap and need for this programming falls into the following category/categories:

- Quality improvement or performance data
- Potential participant’s request
- Organizational mandate or new initiative
- Emerging clinical guidelines or new technology
- Accrediting body requirement
- AOA/ABMS/ACGME competencies that need to be addressed
- Other: _____

Competencies Addressed

All continuing medical education is required to contribute (at a minimum) to physician competency. The following is a list of AOA and ABMS/ACGME Physician Competencies. Please check those that would be addressed in this activity.

- Osteopathic Principles and Practice
- Medical Knowledge and Its Application into Osteopathic Medical Practice / Medical Knowledge
- Osteopathic Patient Care / Patient Care
- Interpersonal and Communication Skills in Osteopathic Medical Practice / Interpersonal and Communication Skills
- Professionalism in Osteopathic Medical Practice / Professionalism
- Osteopathic Medical Practice-Based Learning and Improvement / Practice-based Learning and Improvement
- System-Based Osteopathic Medical Practice / Systems-based Practice

<p>How will the Program Disclosure Process occur <i>(i.e. slide per speaker, summary slide showing all disclosures, written in program packet of materials, etc.)?</i></p>	
<p>What will you look for (in competency, performance, or patient outcomes) that will indicate this activity has been successful?</p>	
<p>How and when will you measure this expected outcome?</p>	

Learning Objectives

A minimum of two learning objectives supporting the overall goal of the program must be submitted. Objectives should be measurable, use verbs from [Bloom's Taxonomy](#), meet a demonstrated need, indicate the desired outcome, and be conveyed to potential participants.

Example: At the end of the educational activity, participants will be able to identify two contraindications for using OMT in patients with Type II Diabetes.

At least one objective should address one or more of the four Osteopathic Tenets:

- The body is a unit; the person is a unit of body, mind, and spirit.
- The body is capable of self-regulation, self-healing, and health maintenance.
- Structure and function are reciprocally interrelated.
- Rational treatment is based upon an understanding of the basic principles of body unity, self regulation, and the interrelationship of structure and function.

[Click here](#) for additional resources on writing learning objectives.

At the end of the educational activity, participants will be able to:

1.

2.

3.

4.

5.

Learning Methods

Place a check next to the items from the list below to indicate the learning method(s) that will be utilized in the delivery of the proposed activity:

Lecture/didactic	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Case presentation	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Workshop/demonstration	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Panel discussion	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Web content	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Handouts/slides	<input type="checkbox"/> Yes	<input type="checkbox"/> No
X-Rays, charts, etc.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Other		

What social event(s) are planned in conjunction with this CME activity?

- None Fundraiser Reception Entertainment
 Breakfast Lunch Dinner Other (please specify) _____

Activity Planners and Speakers

Activity Coordinator (responsible for coordinating the operations and logistics in accordance with CME policies and guidelines; **the activity coordinator must complete a disclosure form and submit a CV**)

Planning Committee Members (committee members must complete disclosure form and submit a CV)

Speakers (speakers must complete speaker agreement and disclosures and provide a CV)

Please list in alphabetical order by last name and complete on a separate sheet if needed

Name:
Title:
Affiliation:

Moderator(s) (moderator(s) must complete disclosure form and provide a current CV)

Name:

Title:

Affiliation:

Disclosure Policy for Planners and Speakers

In order to ensure transparency with the people in control of this activity, all individuals in a position to control the planning, content, implementation, and/or evaluation of this activity are required to disclose relevant financial relationships (or the lack thereof) prior to the activity. This includes the activity coordinator, planners, speakers, presenters, moderators and anyone else in a position of control over the activity. Individuals who refuse to disclose are not allowed to be in a position of control over this activity.

LMU-DCOM Disclosure Statement

It is the policy of the Lincoln Memorial University–DeBusk College of Osteopathic Medicine (LMU-DCOM) to insure balance, independence, objectivity, and scientific rigor in all of its individually sponsored or jointly sponsored educational programs as outlined in the AOA Standards for Commercial Support. All parties participating in any LMU-DCOM sponsored programs are expected to disclose to the program audience any real or apparent conflict(s) of interest that may have a direct bearing on the subject matter of the continuing education program. This pertains to relationships with pharmaceutical companies, biomedical device manufacturers, or other corporations whose products or services are related to the subject matter of the presentation topic. Financial interest or other relationship may include such things as grants or research support, employee, consultant, major stock holder, member of speakers bureau. The intent of this policy is not to prevent a speaker or planning committee member with a potential conflict of interest from participating. It is merely intended that any potential conflict should be identified openly so that the listeners may form their own judgments about the program content with the full disclosure of the facts. It remains for the audience to determine whether outside interests may reflect a possible bias in either the exposition or the conclusions presented. (*see speaker agreement*)

Conflict of Interest Policy

In order to ensure the objectivity, scientific rigor, and commercial independence of the people in control of this activity, any real or potential *conflicts of interest* must be resolved prior to the activity. A conflict of interest exists for a CME activity when someone in a position of control over the activity has 1) a relevant financial relationship and 2) an opportunity to affect content of CME in favor of a commercial interest. Conflicts of interest are resolved when the Office of CME engages with that person to ensure their contributions to the activity are free from commercial bias. For LMU-DCOM’s Conflict of Interest Policy click here <https://bit.ly/2Kn7Sej>

Do you plan to seek or receive commercial support for this CME activity? No Yes (please specify)

A letter of agreement must be completed for any commercial support received for the CME activity.

Promotion during the CME Activity

The following policies govern promotion during a CME activity:

- Arrangements for commercial exhibits or advertisements may not influence planning, interfering with the presentation, or be a condition of the provision of commercial support for CME activities.
- Product-promotion materials and product-specific advertisements are prohibited in or during CME activities. Specifically, promotional materials may not be present in the educational space immediately before during, and after the CME content at a live meeting, interleaved within the CME pages for printed materials, visible on-screen during the CME activity or interleaved between screens of CME content for computer-based, or presented within the CME for audio and video recordings.
- “Commercial breaks” are prohibited.

- Educational materials that are part of a CME activity such as handouts and slides may not contain advertising, trade names, corporate logos, or product-group messages of an AOA/ACCME defined commercial interest.
- Schedules, content descriptions, and other published information that is not directly related to the transfer of education to the learner may include advertisements and/or product promotion messages.
- A commercial interest may not serve as the agent providing a CME activity to learners (e.g., arranging for electronic access to CME activities or distributing self-study CME activities).

Supporting Documents Checklist

The following documents must be submitted with this application at least **45 days prior to the activity date**

- Detailed agenda including times, presentations, and break times (to determine CME credit)
- Completed agreement CVs and disclosure forms from each speaker, planner and moderator
- Gap analysis and needs assessment with references

Draft presentation slides and handouts are due 30 days prior to the activity date to undergo a CME content review, which will look for required CME elements in the presentation to ensure that the content is free from real or perceived bias.

The following documents are required at least 1 week prior to the activity:

- Letter of Agreement for Commercial Support (if applicable)
- Final presentation slides and handouts

The following documents are required within 1 week of the completion of the activity:

- Completed CME attestation forms
- Completed sign in sheets
- Completed activity evaluations
- Registration list if pre-registration was required
- Copy of any marketing materials regarding the program
- Copy of any program booklets or agendas distributed during the program

Attestation and Signatures

I understand that Lincoln Memorial University-DeBusk College of Osteopathic Medicine (LMU-DCOM) is committed to providing continuing medical education programs that are evidence-based, scientifically supported, balanced, and free from commercial bias, and that the policies outlined in this application work toward this goal. I attest that I have the authority to administer this activity and that the information and documents provided in/with this application are complete and accurate to the best of my knowledge. Furthermore, I agree to comply with all policies in this application.

Signature of Activity Coordinator: _____ Date: _____

Please return completed form to:

Amy Drittler, LMU-DCOM Director of Alumni Services and CME | 6965 Cumberland Gap Parkway, Harrogate, TN 37752
amy.drittler@LMU.net.edu | Phone: 423-869-6252 | Fax: 423-869-7078