

Celebrating more than 25 years of Excellence!



ASSOCIATION OF
OTOLARYNGOLOGY
ADMINISTRATORS

The Association of Otolaryngology Administrators fosters professional development, networking and support to administrative leaders in Otolaryngology.

COPM Vendor CEU Pre-Approval Requirements

Rev. 12/2008

*The **Certification in Otolaryngology Practice Management (COPM)** defines the standard of excellence in today's otolaryngology practice manager.*



*The **Certification in Otolaryngology Practice Management (COPM)**, sponsored by the Association of Otolaryngology Administrators, is awarded to individuals who have demonstrated mastery of core competencies specific to Otolaryngology. The COPM Certification signifies success in a leadership role and the ability to manage a practice in the most professional and resourceful manner.*

The Association of Otolaryngology Administrators grants pre-approval for continuing education programs based on the relevancy of the program content to Otolaryngology Practice Management and the core competencies of the COPM:

Basic Otolaryngology Knowledge
Finance and Accounting
Marketing
Operations
Technology
Human Resources

Pre-approved CEUs

Various educational firms are pre-approved for CEUs through the COPM program for their publications, subscriptions, seminars, etc. All educational curriculum is evaluated for relevance to the specific COPM credential. Granting of prior approval in no way constitutes endorsement by the AOA of the program content, speaker or the program sponsor.

Certified Otolaryngology Practice Managers are required to recertify every five (5) years.

In order for COPM's to maintain their certification, they are required to obtain:

- 90 CEUs over a 5 year period
- 60 of the 90 must be Otolaryngology sponsored
- COPM designees are encouraged to earn 18 CEUs per year



Prior approval of Continuing Education Units (CEUs) ensures educational content corresponds to the core competencies and allows the sponsoring vendor to market their course for a specific number of CEUs in accordance with the AOA and utilize the AOA approved logo for the specific course and date.

CEU defined

A CEU is defined as one (1) contact hour of participation in an organized continuing education experience, excluding meals and breaks. One CEU is awarded for each 60 minute period.

Requirements for Pre-Approval

Complete the COPM Vendor CEU Course Pre-Approval Application with the required documentation.

The application must be received no later than 60 days prior to your program date. A copy of your publication or program agenda including a detailed summary must be submitted with the application.

All applications must be accompanied by a \$150.00 fee for a single course or seminar on a single date. If the same course is to be presented on multiple dates throughout the calendar year, the application fee is \$350.00

Fifty dollars (\$50.00) of the application fee is non-refundable in the event of denial of approval. In the event of denial or reduction in the number of CEUs granted, a re-evaluation may be requested at an additional cost of \$50.00.

Vendor Use of AOA Approval

The following should be used in brochures and other advertisements to indicate the AOA's approval of the educational program:

(Program Title) meets the criteria of the Association of Otolaryngology Administrators and is approved for ____ CEUs.

Insert Approved Stamp in marketing materials.

Benefits of Course Pre-Approval

- Vendor course is listed on the AOA's Otolaryngology Sponsored CEU list
- Vendor is able to market the approved course on the AOA's website with a link to register on the COPM Page
- Vendor is able to use the AOA's approved logo in vendor's marketing materials





COPM Vendor CEU Pre-Approval Application

Tax ID For Profit Non-Profit

Company Name Contact Person

Mailing Address City State Zip

Telephone Number Fax Number Email Address

INDICATE THE METHOD OF PAYMENT

Check/Money Order Visa MasterCard American Express Discover

Card number Expiration Date (MM/DD/YYYY)

Printed Name (as it appears on card)

Signature Date

Make Checks Payable to AOA (Association of Otolaryngology Administrators)
 Mail to AOA, 1844 Ardmore Blvd., Pittsburgh, PA 15221

Signature Date

Company Name _____ Contact Person _____ Date of Application _____

Check One

- Publication
- Seminar/Conference Single Date Multiple Dates
- Newsletter
- Audio/Teleconference
- Other _____

Title of Publication/Seminar/Conference/Newsletter/Audio/Teleconference _____

Description (please attach copy of program or agenda with dates, if publication number of publications in twelve month period)

Total length of educational program (do not include registration, breaks, meals, etc.)

Date(s) of Course _____

CEU requested _____ (generally, one CEU per hour of instruction. See CEU defined.)

Website link to register online: _____

Newsletters and or journals are usually are awarded 3 CEUs per twelve month period.

Program presenter/writer: _____

Knowledge of subject matter/experience/credentials _____

Contact Person (if different from applicant): _____

Telephone _____ Email _____

Please allow 3-4 weeks for response to your request. Questions regarding this application or process may be directed to the AOA Executive Office at 412-243-5156 or by email at: COPM@oto-online.org



Vendor CEU Frequently Asked Questions

1. How do I get on the list of approved vendors?

The individual course, webinar, seminar, publication, etc, will be placed on the Otolaryngology Sponsored Continuing Education listing once the vendor application is approved. In the event of cancellation of program, the listing would be removed.

2. When should I submit the Vendor CEU Pre-Approved Application?

The application must be received no later than 60 days prior to your program date. A copy of your publication or program agenda including a detailed summary must be submitted with the application.

3. What is the fee per course?

The fee is \$150.00 for the course or seminar for a single presentation. If you desire course approval for multiple dates, the fee is \$350.00

4. How do I get the course listed on the AOA website?

Once the course is approved and the link made available to the AOA office, it will be placed on the COPM page of the AOA's website, www.oto-online.org.

5. What is the annual application fee?

There is not an annual application fee for a vendor or sponsoring organization.

6. What happens if the Vendor CEU Pre-approval Application is denied?

Fifty dollars (\$50.00) of the application fee is non-refundable in the event of denial of approval. In the event of denial or reduction in the number of CEUs granted, a re-evaluation may be requested at an additional cost of \$50.00.

COPM . . . Defining Excellence in Today's Otolaryngology Practice Manager