



COPM Recertification Requirements

Rev. 12/2008

COPM certifications are valid for 5 years

Recertification can be accomplished by one of two ways:

- **Obtain 90 Continuing Education Units (CEUs) over the 5 year period.** Guide starts on page 2.
OR
- **Re-examination with the current exam and a passing score.**
See page 5.

Other Renewal Requirements:

- **Must be a current AOA member.**
- **Must be employed in Otolaryngology.**

Recertification by CEU

A CEU is defined as one (1) contact hour of participation in an organized continuing education experience, excluding meals and breaks.

- **90 CEUs obtained over a five year certification period**
- **60 of the 90 need to be Otolaryngology sponsored**
- **CEUs submitted should demonstrate an overall education format representing the COPM Competencies:**

**Basic Otolaryngology Knowledge
Finance & Accounting
Marketing
Operations
Technology
Human Resources**

- **It is the designee's responsibility to track and document their CEU activity.**
- **COPM designees are encouraged to earn 18 CEUs per year; 18 CEUs per year for 5 years equals 90 CEUs.**

Complete the COPM Continuing Education Units Form –

- **Obtain certificate of attendance for each CEU activity. When a certificate of attendance is not made available, obtain documentation of registration, agenda, etc.**
- **Keep the certificate or registration agenda in your records. Enter your educational activity on the COPM CEU form. Random audits will be done, at which time you will be required to submit copies of your certificates, registration, etc.**

Pre Approved CEUs:

Various educational firms have been pre-approved for CEUs through the AOA for their publications, subscriptions, seminars, audio conferences, etc. An online copy of the current list can be viewed and/or downloaded for your reference.

Seminar/workshop and web-based training:

- Obtain verification of attendance or certificate of completion

Audio Conference:

- Obtain verification of attendance or certificate of completion

Publications and Software:

- Maintain listing of publications and years subscribed
- Maintain listing of software publications

Local Management/Association Meetings:

- Obtain verification of attendance/dates attended

Presentations/Lectures:

- Obtain verification of course or presentation

Pre-Approved Otolaryngology Sponsored

- AOA sponsored Webinars – Full credit, usually 1.5 CEUs per webinar
- AOA Annual Educational Conference - Full credit is 12-15 CEUs
- JSAC (Joint Surgical Advocacy Conference) – 4 CEUs
- Board of Governors – 4 CEUs
- Presentation at the AOA Annual Educational Conference - 3 CEUs per hour of presentation
- Panel Discussion Participant at the AOA Annual Educational Conference – 1.5 CEUs per panel
- Presentation at the AAO-HNS Annual Meeting - 3 CEUs per hour of presentation
- Presentation at a local ENT Society Meeting - 3 CEUs per hour of presentation
- Presentation of AOA sponsored Webinar - 3 CEUs per webinar
- AAO-HNS Academy Meeting – Full credit with certificate, 10 CEUs maximum
- Attendance at State ENT Society Meeting – Full credit with certificate.

- Attendance at a local ENT Society Meeting - Full credit with certificate.
- MGMA Meeting – Full credit for hours attended with certificate.
- Writing accepted articles for AOA Oto's Scope - 2 CEUs per article
- Writing accepted articles for AOA-HNS Bulletin - 2 CEUs per article
- **Publications/Journals: Maximum of 5 CEUs per year for publications/journals.**
- *Journal of Medical Practice Management* - Greenbranch Publishing - 3 CEUs per twelve month period.
- *MGMA Connexion* - 3 CEUs per twelve month period
- *Medical Economics* - 3 CEUs per twelve month period

Local Management/Association Meetings

- Local MGMA meeting - Full credit with certificate
- Local ENT meeting - Full credit with certificate

Seminar/Workshop/Web-based Training/Consulting Firms

- McVey Coding Courses - 2 CEUs per course per year with certificate
- MGMA Live and On-Line courses – Full credit with certificate.

CEUs Not On Pre-Approved List

- There are many additional programs, publications, subscriptions, seminars, etc., which are currently not on the pre-approved list.
- You may submit a request for approval at any time or these may be submitted with your complete CEU form at the time of recertification.
- If accepted – their continuing education unit credits will be at 50%. *Example: You attend a workshop, and have a certificate showing 8 hours of attendance, you will be allowed to claim 4 hours of CEUs.*

The following information is required for acceptance of non-approved CEUs:

Seminar/Workshop/Web-based training

- Obtain certificate of attendance.
- Title of seminar/workshop with copies of agenda.
- Name of sponsoring organization.

Audio Conferences:

- Obtain certificate of attendance.
- Title of course with copies of agenda.
- Name of sponsoring organization.

Publications/Software:

- Submit name of publication or software.
- Publication: Make and keep a copy of the Journal/magazine cover.
- Software: Any marketing materials and/or web site reference.

Check List –

- Complete the Recertification Renewal Application**
- Complete the CEU form**
- Submit forms with the renewal fee – 75% of the current COPM examination fee. Deadline for submission is October 16th. Applications received after October 16th will be charged a late fee of \$75.**

Recertification by Re-examination:

COPM designees may re-take the COPM examination, within one year prior to certification expiration, in lieu of completing CEUs. *Example – Your certification expires in 2011, you need to pass the exam in 2010.*

The examination is administered by paper at the AOA Annual Educational Conference or can be scheduled at a computer-based testing (CBT) site.

The full cost of the examination will be assessed at the time the recertification application is submitted. A passing score must be achieved to obtain recertification.



**CERTIFICATION IN
OTOLARYNGOLOGY
PRACTICE
MANAGEMENT**



COPM Recertification Application Form

AOA Membership #

Date of Birth (MM/DD/YYYY)

Year of Certification:

Expiration Date (MM/DD/YYYY)

Name (Last, First, Middle Initial):

Mailing Address:

City

State

Zip

Daytime Telephone Number

Fax number

Email Address

AOA Member

Otolaryngology Practice Manager

Practice Name _____

Renewal by Continuing Professional Education - Payment Required

The fee for renewal through continuing professional education is \$_____ per member.

INDICATE THE METHOD OF PAYMENT

Check/Money Order-Made

Visa

MasterCard

American Express

Discover

Make checks payable to the AOA

Card number

Expiration Date (MM/DD/YYYY)

Printed Name (as it appears on card)

Signature: I attest to the truthfulness of information provided for renewal of my COPM credential.

Signature

Date

Renewal by Exam

I am seeking renewal through successful re-examination. I will re-apply and re-test; following the instructions included in the COPM Application.

Signature

Date

Mail to AOA, 1844 Ardmore Blvd, Pittsburg, PA 15221



Year of Certification: _____ Exp. Date: _____

Name: _____
 (Last, First, Middle Initial)

| | Date Mo/Year | Course Title | Sponsor | AOA Approved CEUs | Approval Requested CEUs |
|----|-----------------|--------------|---------|-------------------------|-------------------------------|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |
| 8 | | | | | |
| 9 | | | | | |
| 10 | | | | | |
| 11 | | | | | |
| 12 | | | | | |
| 13 | | | | | |
| 14 | | | | | |
| 15 | | | | | |

Signature: I attest to the truthfulness of information provided for renewal of my COPM credential.

Signature

Date

Mail to AOA, 1844 Ardmore Blvd, Pittsburg, PA 15221

COPM Recertification Frequently Asked Questions

1. What is the fee for recertification?

\$375 – which is 75% of the COPM written examination fee.

2. What is the continuing education requirement?

Your COPM certification will expire five years from the date of your certification. During this five year period you are required to obtain a total of 90 continuing education units (CEUs) and we encourage you to earn 18 CEUs annually. A list of AOA Approved CEUs is available on the AOA website, www.oto-online.org

3. What is my COPM anniversary date?

Your COPM certification expires five years from the date of your certification. Your COPM certificate includes both your certification date and date of expiration.

4. How do I submit continuing education credits to COPM?

It is recommended that you track your CEUs annually. The CEU form is available on the AOA website. A recertification packet is available which includes a recertification application and continuing education unit reporting form.

5. How do I know if a particular program qualifies for continuing education credit?

A list of AOA Approved CEUs is available on the AOA website at www.oto-online.org. Instructions for non-approved CEUs are also found on the website.

6. Is there a continuing education extension allowed?

Normally, all CEUs must be completed by your expiration date to qualify. In extenuating circumstances, you may make an appeal to the COPM Advisory Board for an extension. Any extension requests will be handled on an individual basis.