



Advanced Life Support in Obstetrics (ALSO®) Instructor Course Sponsor Guidelines 10th Edition

This document includes guidelines for the following topics:

Course Planning • Applying for an Instructor Course • CME Credit and Compliance • Faculty Responsibilities • Copyright • Invoicing

Thank you for your interest in sponsoring an Advanced Life Support in Obstetrics (ALSO®) Instructor Course. This document is designed to assist Course Sponsors in planning an ALSO Instructor Course while ensuring the education being delivered meets the educational standards of the American Academy of Family Physicians.

Communication: ALSO process changes and other updates are communicated via the ALSO [Latest Announcement Web page](#), [Instructor Online Community](#), [Coordinator Online Community](#) and in many cases, blast email. This document will also be updated, accordingly.

Begin the process of planning your ALSO Instructor Course early, allowing enough time to apply for CME, select faculty, secure facilities, email Learners the online Course URL/link, and prepare the workstations.

APPLY FOR A COURSE and CME APPROVAL

Visit the [Hold a Course](#) web page for a course description, pricing and to complete the ALSO Course **3-Step Application Process**. This application process ensures that after the Live Course Dashboard is submitted to the AAFP, CME credit and Letters of Participation are added to Learner and Instructor AAFP Accounts.

APPLYING FOR CME: An [AAFP CME Application](#) (step 2 of the 3-Step Application Process) must be submitted by the sponsor for every ALSO Course, regardless of their need for CME. If a Sponsor holds two courses on consecutive days, for different groups of learners, they will need to submit two CME Applications – one for each date. **There is no charge to submit a CME Application**, but there is a **one-time fee to complete a [*New Organizational Account form](#) only if an AAFP CME application has never been submitted from your organization** for any AAFP CME activity. Email cmecredit@aafp.org, or call (800) 274-2237 for questions about this requirement.

NEW!

You may now access your Course Materials and Resend your Course Approval email directly from your Course Dashboard!

You will enter the Course Director and Coordinator's AAFP ID# on the CME Application. The Director and Coordinator will receive two emails:

1) Course Approval email: Important course information and Course Materials link for Sponsors, as well as **Learner instruction and Online course URL to include in your email to the Learners.** **NOTE: Request proof of ALSO Status from each registrant prior to sharing the Instructor Online Course link. Status Wallet Cards are available to each learner to view, download and email to you, from their AAFP Account.**

2) CME Approval email: Official **Live activity approval with CME Statement** (activity title, date, and credit amount) for Sponsors to use on all promotional materials.

Note: Course staff may be edited by the Sponsor's CME application submitter at any time after approval. If edits occur, select the **'Resend Course Approval Email'** button from the Course Dashboard to have it sent to the new staff.

The approved CME statement is to be used on all promotional materials, such as a flyer, web page or brochure. A sample brochure and agenda with the required workstations are available for sponsors on the Course Materials web page. This **brochure is to be kept on file with the Sponsor for two years and may be requested in the event of an audit by the AAFP. Please do not upload to the Course Dashboard.**

[CME Relevant Financial Relationship Policy and Disclosure Form](#) must be completed by each faculty member prior to the appointment of their roles at the course, to remain in compliance with the ACCME Standards for Integrity and Independence in Accredited Education. All faculty must disclose any relevant financial relationships with ineligible companies to the Course Sponsor. The Course Sponsor will mitigate any relevant financial relationships prior to any education being delivered to Learners. Sponsors are to disclose all relevant financial relationships with ineligible companies, to be shared with all Learners at the beginning of the course. In compliance with the ACCME Standards, copies of all faculty disclosures must be kept on file with the Course Sponsor for a period of two years. Sponsors may use their own disclosure form or use the AAFP disclosure slides available on the ALSO Instructor Course Materials web page. Sponsors are to keep these documents on file for two years, and not send them to AAFP.

All course documentation should be retained for two years by the Course Sponsor. The AAFP reserves the right to perform a post-course audit and/or have a live monitor present at any ALSO Course.

ALSO INSTRUCTOR COURSE FACULTY ROLES and RESPONSIBILITIES

The **ALSO Instructor Course** requires all faculty (including director) to have an ALSO Approved Instructor Status or Advisory Faculty Status. Course Coordinator **is not required** to have an ALSO status.

ALSO Course Sponsor is an organization (hospital, medical center, university, residency program, etc.) that plans and conducts an ALSO Course at their facility.

**INSTRUCTOR COURSE
FACULTY
REQUIREMENTS**

Course Coordinator-1
(No ALSO or BLSO status necessary)

Course Director - 1
(Approved Instructor or Advisory Faculty status)

ALSO Advisory Faculty – 1
(May serve remotely or on-site)

All Course faculty must have either Approved Instructor or Advisory Faculty Status

Faculty to Learner Ratio - 1:6

Course Directors oversee the entire course, ensure adherence to all ALSO requirements and are **responsible for all aspects of the course**. The Course Director must have **ALSO Approved Instructor or Advisory Faculty status**. The Course Director must remain on-site during the entire course and is accountable for reviewing the Course Dashboard for accuracy **before it is submitted to the AAFP**. The Course Director and Course Coordinator listed on the CME Application will receive the Course Approval email, have access to the Course Materials web page and to the ALSO Course Dashboard. They must distribute the teaching materials to the course faculty, as faculty do not have access to the Course Materials web page.

Course Coordinators are responsible for working with the Course Director and overseeing the administrative responsibilities of the course, including the Course Dashboard submission to AAFP after the course. The coordinator is not required to have an ALSO status. AAFP Women’s Health staff work closely with the Course Coordinator, as the main contact. The Course Coordinator listed on the CME Application will receive the Course Approval email, have access to the

Course Materials web page and to the ALSO Course Dashboard. They must distribute the teaching materials to the course faculty, as faculty do not have access to the Course Materials web page.

Approved Instructors (AI) have successfully completed an ALSO Course and an ALSO Instructor Course and have been evaluated, as an Instructor Candidate (IC), while teaching in an ALSO or BLSO Course and recommended for Approved Instructor status by an Advisory Faculty.

1. **Status Maintenance:** During each 3-year status period, teach in at least two ALSO or BLSO courses and complete each ALSO Online Instructor Renewal Course edition. New editions are released every three years. If requirements

are not met by the status expiration date, the status will expire. If this occurs, the status life cycle will begin again with the individual attending an ALSO Course and ALSO Instructor Course necessary to regain the AI status.

2. The AAFP recommends **completing the Instructor Renewal Course immediately after its release** to review the updated material prior to teaching Learners who have completed their Online course using the updated curriculum.
3. Each Instructor Course faculty list must contain **only Approved Instructors and Advisory Faculty** with no more than a **1:6 Instructor/Learner ratio**.

Advisory Faculty (AF) are ALSO Approved Instructors who have applied for Advisory Faculty status and observed **servicing as an ALSO Course Director** by a current AF who recommends them for the AF status. Visit [How to Become an ALSO Advisory Faculty](#) for further information on obtaining this status.

Each course must have one Advisory Faculty who may serve remotely or on-site, making themselves available to the course staff, by phone/email, for consultation during course hours, as well as offering guidance to the course staff before and after the course date.

Status Maintenance: Status expires or renews in tandem with the Approved Instructor status.

BEST PRACTICE

Collect fees from Learners prior to providing them the Online Course access link to prevent issues. If they are a 'No Show' they remain on your Learner Online Access invoice.

INVOICING AND PAYMENT

The AAFP will email one Live course invoice to the Sponsor approximately **10 days** after the course, which will include the **Learner Online Access fees/Learner Report** and **Course Registration/Materials fee**.

The Sponsor is responsible for **paying the AAFP within 30 days of receipt** of the invoice.

When multiple organizations send staff to the course, Sponsors may make copies of the Learner list and Invoice, providing them to the organizations so they may either pay the Sponsor or pay the AAFP directly (**must include the invoice number with payment**). It is still the sponsor's responsibility to track this and ensure the entire invoice is paid within 30 days. It is not an option for each Learner to pay the AAFP directly – only their organizations. **Sponsors with overdue payments are subject to non-approval of future Course applications.**

Optional products ordered from the Online Product Order web page are paid at point of sale.

Learners Who Do Not Attend Their Scheduled Live Course and Marked as 'No-Show' on Dashboard

If a learner accesses the Online Instructor Course URL and then does not attend (regardless of circumstance) **they will remain on the Course Dashboard and the Learner Online Access invoice. The learner may register for a future Live course and will receive a new Online Course URL to access, from that specific course sponsor. They will then appear on the new course sponsor's Course Dashboard, but their existing Online course progress or completion will remain in their AAFP Account.** The Learner will appear on the sponsor's Learner Online Access invoice for that course. This applies whether the two course sponsors are different or the same.

Please review the **Course Checklist** available from your **Course Materials web page** and the **Course Dashboard**.

Please refer to your ALSO Instructor Manual (pdf) available in the Online Instructor Renewal Course, and on the [Online Product Order web page](#) for more information on how to plan your course – equipment, supplies, space, and specific workstation requirements.

Contact the Women's Health Team at also@aafp.org for any course-related questions.

Contact the Member Resource Center at aafp@aafp.org for online access issues, and invoicing questions.

Office Hours are Monday-Friday, 8 am-5 pm CST.