



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

This document includes guidelines for the following topics:

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

Thank you for your interest in sponsoring an Advanced Life Support in Obstetrics (ALSO®) Course. This document is designed to assist Course Sponsors in planning an ALSO 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 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/CNE APPROVAL

Visit the [Sponsor a Course web page](#) for a course description, pricing, and **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, along with the **Wallet Card and ALSO Status for each Learner who successfully passed the course. Attending all workstations and group testing is required to pass.**

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: as the Learner accesses your Online course URL, they will appear on your dashboard as 'Incomplete'. They must show as 'Complete' by the day of the Live course to attend.**

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 changed on the CME Application summary page by the original app submitter **up until the Live course date**. If edits occur, select the **'Resend Course Approval Email'** button from the Course Dashboard to have it sent to the new staff.

Optional workstation slide sets are available by emailing also@aafp.org, providing the ALSO Course # and the slide set title(s) needed.

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. Sponsor may insert optional workstations in the agenda and include in the total Credit requested. Doing so will adjust the agenda to two days. 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.**

The CME Pending Statement should be used on all promotional material that is distributed prior to submitting the CME Application. The Course Sponsor must use the CME pending statement word for word. Once Course Sponsors receive the CME approval email with the approved CME statement, they may replace the pending statement with the approved statement. **Under no circumstances should a Course Sponsor use a statement and credit amounts from previous years on promotional materials.**

The AAFP has met the requirements as a provider of continuing nursing education and is approved by the **Kansas State Board of Nursing**. The KSBN credit statement with the offering amount will be included in your CME Approval email. CNE is available for nurse Learners who pass the ALSO Course and **provide a signature on the Nurse Roster**. If there are RN instructors, the **Nurse-Instructed Workstation doc must also be completed**, uploaded to the Course Dashboard, and submitted to the AAFP.

The **ABOG** MOC standards now allow participation in ABOG-approved Simulation Courses to meet the annual Improvement in Medical Practice (Part IV) MOC requirement. This course has been approved to meet ABOG Improvement in Medical Practice requirements until 12/31/2025. Please review the current MOC Bulletin for further information: [ABOG Bulletins](#).

[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 and KSBN operational requirements, **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 Course Materials web page.

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.

FACULTY ROLES and RESPONSIBILITIES:

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

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 and Director 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 Directors oversee the entire course, ensure adherence to all ALSO requirements and are **responsible for all aspects of the course**. The Course Director may be an individual with **any ALSO 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.

Advisory Faculty (AF) are ALSO Approved Instructors who have applied for Advisory Faculty status and were observed serving as an ALSO Course Director by a current AF who recommends them for the AF status.

ALSO COURSE FACULTY REQUIREMENTS

Course Coordinator-1

(No ALSO or BLSO status necessary)

Course Director-1

(Any ALSO or BLSO status)

ALSO Advisory Faculty – 1

(May serve remotely unless observing Candidates)

ALSO Approved Instructors –

Dependent on # of Learners

At least 50% of total faculty list

Non-Approved Instructors

(including those with ALSO status or ALSO Instructor Candidate status) –

0 or more

Faculty to Learner Ratio - 1:6

Each course must have one Advisory Faculty who may serve remotely, 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. **Only if there is a candidate to observe/recommend, do they need to serve on-site.**

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

Steps to Earn Advisory Faculty Status:

1. After completion of the Course, in which the AF candidate served as Course Director, the Sponsor collects the completed AF Application (includes the recommendation from current AF), CV, and Letter of Interest and keeps on file for two years – **no need to submit to the AAFP.**
2. Course Sponsor **MUST select 'Recommend for AF'** (if recommended) next to the candidate's name in the Instructor section of their Course Dashboard, prior to submitting to the AAFP.
3. The evaluating AF must also be listed on the Dashboard in the Instructor section.
4. **Note:** If the candidate is inadvertently not marked as 'Recommend as AF' on a Course Dashboard, a correction will only be honored **up to two years** after the course date in which they were recommended and the request to correct it must be emailed to also@aafp.org along with an attached copy of the AF Application (all fields complete) from that specific course.

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 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 Course faculty list must contain **at least 50% Approved Instructors or Instructor Candidates** with no more than a **1:6 Instructor/Learner ratio**.
4. It is best practice for an **IC to be teamed with an AI at workstations** during a course. If this is not possible, there should be AIs present, to assist when needed.

Instructor Candidates (IC) have successfully completed an ALSO Course and an ALSO Instructor Course but have yet to be evaluated and recommended as an Approved Instructor by an Advisory Faculty. The Instructor Candidate must be observed and evaluated by an Advisory Faculty while teaching in an ALSO or BLSO Course **within one year of their Instructor Course date.**

1. After completion of the Course, in which the IC taught, the Sponsor collects the completed IC Evaluation (serves as recommendation from the observing AF) and keeps on file for two years – **no need to submit to the AAFP.**
2. Course Sponsor MUST **select ‘Recommend for Approved Instructor’** (if recommended) next to the candidate’s name in the Instructor section of their Course Dashboard (if applicable), prior to submitting to the AAFP.
Note: If the candidate is inadvertently not marked as ‘Recommend as Approved Instructor’ on a Course Dashboard, a correction will only be honored **up to two years** after the course date in which they were recommended and the request to correct it must be emailed to also@aafp.org, accompanied by an attached copy of the AI Evaluation (all fields complete) from that specific course.
3. The observing AF must also be listed on the Course Dashboard in the Instructor section.
4. It is best practice for an **AI to be teamed with an IC at workstations** during a course. If this is not possible, there should always be an AI present, to assist them at the workstations if/when needed.

Non-Approved Instructors may include individuals with an ALSO or BLSO Status, or those who are subject matter experts in the maternity topic they are instructing, who are comfortable with the goals and objectives of the ALSO Course and agree to utilize the standardized Course methods and materials. **Prior to Non- Approved Instructors teaching, they (or the sponsor) should order the ALSO and ALSO Instructor Manual digital downloads (hard copy no longer available) to review** and become familiar with the ALSO Course content. **They should NOT access the Learner’s Online Course URL/link.**

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 **payment 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 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 to access.** 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 use 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.

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.