

## BLSO Sample Timeline

Timeline	Planning Schedule
4+ months before	Complete and submit the <a href="#">BLSO Course Request Form</a> (including faculty list)
4+ months before	Receive course approval email, which will include the online pre-course exam link, BLSO Product Order Form and Memorandum of Agreement (MOA) as attachments.
4+ months before	Sign the MOA and return it to the AAFP BLSO staff.
4+ months before	Complete and submit an online application for <a href="#">AAFP CME credit</a> .  <i><b>Please note:</b> your application for CME credit and signed MOA <b>MUST</b> be submitted before you submit a BLSO Product Order Form.</i>
3+ months before	Confirm that all faculty members have a current BLSO instructor manual and syllabus. If they do not, you must include these materials on your BLSO Product Order Form.
3+ months before	Complete and submit the BLSO Product Order form to the AAFP Contact Center.  <i><b>Please note:</b> you are required to purchase a Course Material CD-ROM for each BLSO Provider Course.</i>
3+ months before	Obtain meeting space and hotel rooms, if needed.
3+ months before	Obtain conflict of interest information and confirm faculty.
3+ months before	Distribute BLSO-approved promotional brochures and accept participant registration.
2+ months before	Send a BLSO syllabus to each registrant.
2+ months before	Email the pre-course exam link to all registrants (use the text provided in your course approval email).  <i><b>Please note:</b> registrants are required to score at least 80% and provide the exam summary page to the sponsor before attending the BLSO Provider Course.</i>
1+ months before	Distribute a BLSO instructor manual to each instructor.
2 days after	Ship all rented mannequins back to the AAFP.
2-4 weeks after	Complete and submit the <a href="#">BLSO Participant and Faculty Form</a> to the AAFP. Instructor candidate will submit <a href="#">Instructor Candidate Evaluations</a> , if applicable.
Upon receipt of all post-course materials	After the AAFP's BLSO staff receives the required post-course forms, sponsors will receive course completion certificates for all participants and wallet cards for those who passed the course. AAFP staff will add CME credit for the BLSO Provider Course to participants' and faculty members' records.