



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

This document includes guidelines for the following topics:

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

Note: The Course Roster has been discontinued and there is no longer a need to upload any documents to the dashboard.

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 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

Visit the [Hold a Course](#) web page for a course description, pricing and to complete the ALSO Instructor Course **3-Step Application Process**.

APPLYING FOR CME: An [AAFP CME Application](#) (step 2 of the 3-Step Application Process) must be submitted by the sponsor for every ALSO Provider Course, regardless of their need for CME. Prepare to enter the Course Director and Coordinator's AAFP ID#. Upon submission of the CME Application (free of charge), **you will receive two emails: 1) CME Credit approval and 2) ALSO Course Approval**. Only the Course Director and Coordinator listed on the CME Application will receive the approval emails. The Course Approval email will contain a link to the Course Materials web page (where an 'access dashboard' link is found), as well as verbiage to cut/paste with the Online Instructor Course URL/link for sponsors to use in an email to their registrants. **Sponsors may access their CME Application at any time to change the Course Director or Coordinator, location, or Marketing option.** After changing names, a course approval email may be requested by contacting also@aafp.org.

This application process ensures that after ALSO Course Dashboard submission, CME credit is added, along with the course letters of participation, to each Learner's AAFP transcript/account and Instructors will also find a letter of participation in theirs, as well. The approved CME statement is to use on all promotional materials, such as a flyer, web page or brochure. A sample brochure and agenda with required workstations is available for sponsors on the Course Materials web page. This brochure is not required to upload to the CME Application or submit to the AAFP, however this document would be required if your activity is selected for audit by the AAFP.

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.**

Conflict of Interest (COI) forms 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 Commercial Support. All faculty must disclose any relevant financial relationships with commercial interests to the Course Sponsor. The Course Sponsor will mitigate and resolve any conflicts of interest prior to any education being delivered to Learners. Sponsors are to disclose all relevant financial relationships with commercial interests using the Disclosure Slide on the course materials web page. This is 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 COI form or use the AAFP COI form available on the 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 RESPONSIBILITES:

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

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 be an ALSO Approved Instructor, or ALSO Advisory Faculty. 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, access to the Course Materials web page and to the ALSO Course Dashboard.

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 Course Director listed on the CME Application will receive the Course Approval email, access to the Course Materials web page and to the ALSO Instructor Course Dashboard.

Approved Instructors have successfully completed an ALSO Provider Course and an ALSO Instructor Course and have been successfully evaluated during a Provider Course and recommended for Approved Instructor status by an Advisory Faculty.

Status Maintenance: Approved Instructor status is maintained by teaching in two ALSO or BLSO Courses and completing the ALSO Online Instructor Renewal Course **within each three-year period**. **Failure to meet both requirements by their expiration date will result in a loss of status and the need to begin the status life cycle again, as a Learner at a Provider course.** Each Course faculty list must contain only Approved Instructors with no more than a 1:6 Instructor/Learner ratio.

Advisory Faculty are ALSO Approved Instructors who have applied for Advisory Faculty status and been observed serving as a **Provider Course** Director by a current Advisory Faculty. Advisory Faculty are only required to be onsite for Provider Courses which have Instructor Candidates or Advisory Faculty Candidates for them to evaluate and recommend.

Otherwise, they can be available by phone/email to the Course Director for consultation. After the course, upon collection of the completed Application, CV and Letter of Interest and recommendation from the Advisory Faculty, the Course Sponsor **MUST select 'Recommend for Advisory Faculty'** next to the candidate's name in the Instructor section of their Course Dashboard, prior to submitting to the AAFP. The Sponsor will keep the Application and documents on file for two years. **The evaluating Advisory Faculty must also be listed on the Dashboard in the Instructor section.** The Advisory Faculty may also serve as the Course Director at a course, if necessary. Please note that status correction requests (when not marked as 'Recommend' on a dashboard) will only be honored up to two years after the course date in which they were recommended and must be accompanied by the original Advisory Faculty Application from that specific course.

PAYMENT: The AAFP will create one invoice and email to the sponsoring organization for all Online course Learner fees **10 days after the completion of the course**. This will include the Learner Online Access fees for all appearing on the Course Dashboard (**regardless of completion or attendance**) and the course registration/materials fee. Optional products ordered from the Online Product Order web page will be paid at the time order is placed. **It is the responsibility of the Course Sponsor to collect Learner fees from other organizations who participated in their course and pay the AAFP invoice.** The AAFP policy is to not split invoices for courses with learners from multiple organizations. **It is the Sponsor's responsibility to make copies of the Learner list and Invoice, providing them to the other 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 it is paid within 30 days. **Sponsors with overdue payments are subject to non-approval of future Course applications.**

Learners Who Do Not Attend Their Scheduled Live Course:

Beginning 11/8/2022, If a learner accesses your online course URL and then does not attend (regardless of circumstance) they will remain on the 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 course sponsor. They will then appear on the new course sponsor's dashboard but will maintain their existing Online course progress or completion, found 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. Learners and Sponsors will work directly together, eliminating the need to contact the AAFP for assistance.

Please access and use the Course Checklist available on your Course Materials web page. You may also access it from your Course Dashboard.

For further information regarding equipment, supplies, space, and specific workstation requirements, please refer to the ALSO Instructor Manual, found in the ALSO Online Instructor Renewal Course.

For further information on sponsoring an ALSO Instructor Course, please visit the [ALSO Hold a Course](#) web page. If more information is needed, feel free to email also@aafp.org or call 1-800-274-2237 ext. 7506.

For technical difficulties/access issues, please contact the AAFP Member Resource Center at 1-800-274-2237 during regular business hours.