

COVID-19 Response for ALSO/BLSO Courses

If you are considering rescheduling your upcoming ALSO or BLSO Course we are here to help. Please review the following Rescheduling Guidelines:

1. **All Live course dates must be rescheduled to a date prior to November 1, 2020.** This ensures the Online content version is the same as the Live content version.
2. **RESCHEDULED COURSE DATES:** Please submit your rescheduled Live course date (if not yet done) and any other course-related emails to also@aafp.org .
ALSO staff will ensure the Live course date on your current CME Application is changed to the rescheduled date, the course code is extended and the new course date is also changed on the AAFP website (if applicable).
If your course reschedule date is still undetermined please respond to this email with a target/tentative date. This will keep learner progress on your current dashboard and will simplify the invoicing for you. You can change that date to an actual reschedule date at a later time, by emailing also@aafp.org with your course code and the actual reschedule date.
3. **CME APPROVAL AND STATEMENT:** After the date is changed on your CME Application, you will receive an updated **CME approval and statement** email from the AAFP CME Credit Department. Upon receipt of this email, please delete any references to your original course approval and statements. Only this new statement should be shared with learners, on any course materials.
4. **POST COURSE EMAIL TO SUBMIT DASHBOARD:** You may ignore the auto-generated email you receive after the original course date that indicates you need to submit your Course Dashboard. Please do not submit your dashboard until AFTER YOUR RESCHEDULED COURSE DATE.
5. **INVOICING:** Sponsors will receive one invoice that includes the Learner and Course Material fees based on the rescheduled course date.
Anything ordered from the Product Order Form will be invoiced separately.
6. **MANIKIN RENTALS:** When you reschedule your course date, and you have previously ordered manikins for your course, we ask that **you resubmit the Product Order form with ONLY the Manikin** order so we can verify availability for your rescheduled course date. Re-submit to aafp@aafp.org, as indicated on the form.