

## **CME - Frequently Asked Questions (FAQ)**

### **How is CME earned:**

We issue Category 1B/2 CME credit for precepting medical students. You can earn 1 CME hour/credit for every hour spent with the student during the assigned rotation (a maximum of 40 hours per week can be earned)

### **How to report CME to the Clinical Education Department:**

We issue CME based on the information provided on each student evaluation form submitted at the end of each rotation. The CME section must be completed. There is space for a primary preceptor and a secondary preceptor to split the CME hours if applicable.

If a rotation site has a large group of preceptors working with the students, a CME breakdown/list will need to be submitted separately. Please submit the CME list to Colleen Galindo at [cgalindo@westernu.edu](mailto:cgalindo@westernu.edu).

### **How to request a CME Letter:**

For DO's, CME is reported to the AOA on a quarterly basis. All DO's can access their CME profile on the AOA website at <https://osteopathic.org/cme/>. If a CME Letter is needed, send a request via Email to Colleen Galindo at [cgalindo@westernu.edu](mailto:cgalindo@westernu.edu).

For MD's, CME letters are available upon request. You may request a Letter via Email to Colleen Galindo at [cgalindo@westernu.edu](mailto:cgalindo@westernu.edu).