

Advanced Life Support in Obstetrics (ALSO)

Instructor Course Sponsor Process Overview

1

VISIT THE SPONSOR A COURSE WEBPAGE

- Learning Objectives and Topics
- Application Process (Read Guidelines, Apply for CME Credit and Access the Course Dashboard)
- Course Fees and Payment Options

2

SUBMIT THE LIVE COURSE CME CREDIT APP

- New Blank Application
- Select ALSO/BLSO Pathway
- You will enter AAFP ID #s in the Course Coordinator and Director fields by obtaining their ID #s from them.

3

RECEIVE APPROVAL EMAILS (sent to coordinator and director)

- Course Approval includes next steps, Course Materials webpage link and an email template with Online Course URL for sponsor to send to Learners who have a current ALSO Status as of the date of the Live course.
- CME Credit Approval includes the CME Statement for brochures, and other promotional materials.

4

ACCESS YOUR COURSE DASHBOARD

- Learners access the Online Course URL and next to their name, it will show as 'Incomplete' on the dashboard until they finish the course, claim credit and then show as 'Complete'.
- Appearing as 'Complete' is a REQUIREMENT to attend the Live course.

5

WRAP-UP YOUR LIVE COURSE

- Complete and submit the dashboard to AAFP within 7 days post-course.
- Letter of Participation is available to Learners in their AAFP Account two days after submission.
- Learner Online Course Access fees and Material/Reg fee will be sent to the Coordinator and Director on one invoice 10 days post-course.
- Payment is due to the AAFP within 30 days of receipt.

This document serves only as an overview of the ALSO Instructor Course process. For further information on faculty roles and requirements and other topics, please read the [Instructor Course Guidelines](#) document and/or visit the [ALSO FAQ webpage](#).