

Please note:

Credit Claim Forms:

- There is a new credit claim form/certificate combination. We will need to receive a credit claim form from each participant that wants to receive *AMA PRA Category 1 Credit(s)[™]* in order to award the credits.
- You may use a sign-in sheet for your own records, however we will need to receive the completed credit claim forms in order for the participants to receive credit. We will not award credits from the sign-in sheet.

Certificate:

- The ACCME requires different wording on the certificates of non-physician participants from physician participants. Therefore, if you have participants that are not physicians, you will need to give them the certificate for non-physicians.
- You can distribute these to the participants any way you desire. Some suggestions:
 - If you have physician and non-physician participants, you could give out the credit claim form and when they return them, hand them the appropriate certificate.
 - You can give the claim forms/certificates stapled together at the conference check-in and hand out the appropriate form. Have people or baskets stationed to collect them and the evaluation form.
 - Copy the non-physician claim form/certificate on a different color of paper and place both in the handouts. Inform the participants about the difference.

The OCME staff will send you the certificate/credit claim forms for you to use with your conference. If you are ready to duplicate your handouts and you have not received these yet, please call the OCME at 501-661-7962.