



The Acupuncture and TCM Board of Reproductive Medicine

COURSE APPLICATION PACKET

ABORM CONTINUING EDUCATION COMMITTEE COURSE APPLICATION FORM

Course Title:
Course Instructor:
Course Dates:
Name of Provider:
ABORM Provider #:
Requested # of ABORM CE Hours:
Language of Instruction:
Contact Person:
Course Location (Hotel and Street Address):
City, State, Country, Zip
Provider Phone:
Fax:
Website:

E-mail:

Fee schedule for CEU provider

Initial CEU provider review \$300 (one-time fee per provider).

Takes from 4-6 weeks to finalize review.

Individual Course Review F

1 day Live presentation \$200 Distance learning \$200

Conference \$400 for 2 days; \$500 for 3 days, \$600 for 4+ days

Annual Discounted Renewal Package (feasible option for CEU providers offering > 1 course)

< 5 courses - \$ 350

> 5 to 50 courses \$750

> 50 - 100 courses \$1000

CEU Course Promotion \$300 per course, per posting (not offered currently)

TOTAL _____

- 2 -

Required Documents for Program Applications

Select the type of program and attach the required documents to the application.

PLEASE REFER TO CITATION STANDARDS FOR ABORM-CERTIFIED COURSES IN PROVIDER APPLICATION PACKET WHEN SUBMITTING ALL COURSES

Live Presentations (1 day course, seminar, or 10+ courses)

- ☐ Program Description - How does it relate to Reproductive TCM?
- ☐ Goals and Objectives - 3 to 5 bullet points
- ☐ Presenter/Instructor Professional Resume - We do NOT accept biographical sketches
- ☐ Detailed Agenda - Calculated by 30 min increments
- ☐ Sample Sign-in Sheet
- ☐ Sample Certificate Include on both Sign-in & Certificate: provider name, course title, instructor, date, ABORM CEUs awarded, and your ABORM CE Provider #

Conferences and Symposiums (multiple day course-multiple subjects)

- ☐ Program Brochure with Course Descriptions
- ☐ Presenters Biographical Sketch
- ☐ Detailed Agenda - Calculated by 30 min increments
- ☐ Sample Sign-in Sheet
- ☐ Sample Certificate Include on both Sign-in & Certificate: provider name, course title, instructor, date, ABORM CEUs awarded, and your ABORM CE Provider #

Distance Learning Webinars/On-Line Courses

- **Program Description** - How does it relate to Reproductive TCM?
- **Goals and Objectives** - 3 to 5 bullet points
- **Presenter/Instructor Professional Resume** - We do NOT accept biographical sketches
- **Detailed Agenda** - Calculate time frames for educational activities
- **Sample End of Program Assessment** - Test, Quiz, Paper, etc.
- **Sample Certificate** Include on both Sign-in & Certificate: provider name, course title, instructor, date, ABORM CEUs awarded, and your ABORM CE Provider #

- 3 -

ABORM CE PROGRAM APPLICATION (cont.)

By signing below, I affirm that the materials supplied herein are accurate, true, and correct in all respects, and that the ABORM CE Provider will abide by the ABORM policies, procedures, code of ethics, and the specific Provider Responsibilities as outlined in the ABORM CE Provider Application already submitted to ABORM. I understand the program review process takes approximately 4-6 weeks.

Authorized Signature:
Print Name:
Date:

- 4 -

PROGRAM APPLICATION CHECKLIST AND SUBMISSION INFORMATION

 Signed and completed Program Application

 Total from Program Application Form

 Program Description

 Goals and Objectives

 Presenter/Instructor Professional Resume

 Detailed Agenda

 Sample Sign-in sheet or assessment tool

 Sample certificate

Send completed application to: abormrenewals@gmail.com

with the subject line: CEU Application

You will receive a PayPal invoice to pay the total due.

- 5-

Course Description and Objectives

Course Title:

Instructor:

Dates:

Location:

Course Description:

Goals & Objectives:

See examples included in the following pages for tips on filling out the “Detailed Agenda”

-6-

Detailed Agenda

Course Name:

Instructor Name:

Course Type: Live, Online, distance learning, webinar

Must be typewritten. To ensure proper consideration, please indicate the start and end times, a detailed explanation of the topic(s) covered in that hour, the Competency Code and the course content type. Definitions of the Competency Codes are shown on following pages, as well as full content descriptions and examples of courses of each type. One credit hour is equal to 60 minutes of instruction. **Describe each credit hour (or portion of a credit hour) in a separate row.**

Competency Codes: **RM** = Reproductive Anatomy and Physiology Males, **RF** = Reproductive Anatomy and Physiology Females, **A** = Acupuncture, **H** = Chinese Herbal, **ART**, = Assisted Reproductive Techniques **EP** = Early Pregnancy, **P** = Pathology & Diagnosis, **D** = Western Diagnostic Methods, **E** = Ethics

Course Content Type Codes: **CM** = Theoretical Chinese Medicine **PA** = Practical Application

WM = Western Medicine **O** = Other (Explain how content relates to the practice of Acupuncture/Reproductive TC)

Credit Hours	Detailed Explanation of Topic(s) to be Covered	Competency Codes (circle all that apply)	Course Content Type (circle all that apply)
		RM RF A H ART EP P D E	CM PA WM O
		RM RF A H ART EP P D E	CM PA WM O
		RM RF A H ART EP P D E	CM PA WM O
		RM RF A H ART EP P D E	CM PA WM O
		RM RF A H ART EP P D E	CM PA WM O
		RM RF A H ART EP P D E	CM PA WM O
		RM RF A H ART EP P D E	CM PA WM O
		RM RF A H ART EP P D E	CM PA WM O

Total Hours Related to Reproductive Health _____

Provider: _____ Page ____ of ____ (Please make copies as needed) -7 -

Competency Codes:

RM = Reproductive Anatomy and Physiology: Males

RF = Reproductive Anatomy and Physiology: Females

A = TCM Treatment of Infertility Disease Patterns: Acupuncture

H = TCM Treatment of Infertility Disease Patterns: Chinese Herbal Medicine

ART = Indications/Procedures/Terminology/Medications involved in Assisted Reproductive Therapies **EP** = Early Pregnancy/Miscarriage/Recurrent Pregnancy Loss/Gestational Disorders

P = Reproductive Pathology, causes and Differential Diagnosis for Infertility. This includes gynecological disorders such as PCOS, endometriosis, POF, etc but not menopause.

D = Imaging/Labs/Surgery/Indications

E = When to treat. When to refer, when to let go.

Course Content Types

TCM (CM)

Content related to Chinese medicine-knowledge of acupuncture, TCM or medical ethics.

Examples: Meridian Theory, Yin Yang, Zang Fu Organs, Five Elements, Eight Principles, Etiology, Body Fluids, Qi, Blood, Shen, Jing, Treatment Principles and Classics, TCM Philosophy, Diagnosis, Case Studies, Medical Ethics, Risk Management.

Practical Application (PA)

Hands on course training and practicums at FABORM clinics and IVF clinics. The application of knowledge relating to the practice of reproductive TCM.

Examples: Acupuncture Technique, Point Location, Nutrition, Exercise, TCM Massage, Acupressure, Moxibustion, observing IVF procedures.

Western Medicine (WM)

Content related to Western Medicine.

Examples: Western physiology and anatomy, indications for referral, understanding of diagnostic testing analysis.

Other (O)

Please provide a detailed explanation in the space provided of how the course is related to the practice reproductive TCM

Example: Teaching an ABORM-approved seminar.

Content Not Related to the Practice of Acupuncture/TCM

No credit will be allowed for these types of courses. **Examples: Courses which focus upon the practitioner's self-improvement or self-therapy, personal growth, self-awareness etc.; liberal arts courses in music, art, philosophy, and others unrelated to acupuncture or TCM; all other courses not related to the practice of Acupuncture and/or TCM.**