

MAINTENANCE OF CERTIFICATION LEARNING SESSION PROGRAM GUIDELINES

Organizations can foster collaborative approaches to ABIM's Maintenance of Certification program by using ABIM's Medical Knowledge modules (knowledge modules) as learning session materials. The primary purpose of a Maintenance of Certification Learning Session is to facilitate completion of medical knowledge modules by ABIM-certified physicians for Maintenance of Certification (MOC) credit in an interactive group setting with educational support. At the Learning Session, participants will work together on one or more knowledge modules in an appropriate educational setting and format determined by the organization.

Guidelines for Hosting a Maintenance of Certification Learning Session

- Your organization may choose any available medical knowledge module for use in a Learning Session.
- Your organization may wish to designate one or more ABIM-certified faculty who will provide participants with substantive educational content based on the knowledge module question topics.
- The setting, format, and number of participants for the Learning Session will be determined by your organization; however, ABIM recommends that the Learning Session for each medical knowledge module be at least two hours in duration for each 25 questions.
- Recording answers by an electronic audience response system is very popular with participants and its use is recommended if feasible for the organization.
- **Ninety (90) days** prior to the Learning Session, ABIM will provide your organization with the following materials needed to plan and facilitate the Learning Session:
 - [Signed copy of License Agreement](#)
 - [Invoice](#) for fee for each medical knowledge module ordered
 - [A CD-ROM](#) that includes:
 - A PDF version of the designated medical knowledge module(s) for printing copies to distribute to participants
 - A PowerPoint version of the medical knowledge module(s) (by request indicated on the order form)

Note: Additional CDs may be sent upon request as indicated on the order form
 - [Facilitator Instructions](#)
 - [Learning Session Facilitator Feedback form](#) to provide ABIM with salient issues raised about the Learning Session and medical knowledge modules
 - [Participant Information](#) that includes how to order and submit answers to ABIM for scoring and Maintenance of Certification credit
 - [Frequently Asked Questions](#) about ABIM's Maintenance of Certification program
 - [Template announcement](#) for your organization's use in promoting the Learning Session

