

Creating an **ONLINE COURSE**

1



PROPOSAL SUBMISSION

AAAAI constituency (e.g., committee, assembly, or task force) submits a proposal during the annual open call for proposals in fall.

2



PROPOSAL REVIEW

The Office of Medical Education (OME) reviews all proposals and selects projects for development. Priority is given to those that address knowledge gaps from the AAAAI Needs Assessment.

3



NOTIFICATION OF SELECTION

Based on OME's rankings, authors will be notified of their course's selection. If not selected, a different method of delivery may be suggested.

4



INTAKE MEETING & PROJECT PLANNING

Staff conduct an intake meeting with course authors to confirm course details.

5



INITIAL CME APPROVAL

The Continuing Certification and Professional Education Committee (CCPE) reviews all authors' disclosures.

6



FACULTY DEVELOP CONTENT

Course authors develop content using the outline and learning objectives as guides. Staff are available for consultation, but are not content authors.

7



STAFF BUILD COURSE

Staff design and develop the course using Articulate 360.

8



CONTENT REVIEW

Authors provide feedback on the design, and staff make revisions. After the authors approve the content, the Chair of the submitting constituency will review the course.

9



FINAL CME APPROVAL

The course is sent to CCPE for final approval as a CME activity.

10



PUBLISH COURSE

The course is published in the Continuing Education Center and promoted to the target audience. Evaluation data will be shared with course authors, as needed.

