

Congratulations! The AAFP Maternity Care Department has approved your ALSO Instructor Course application. Separately, the AAFP Credit System is processing your CME credit application. Please allow up to six weeks for confirmation of CME credit approval.

## **ALSO INSTRUCTOR COURSE NEXT STEPS**

### **1) Complete the Attached Product Order Form:**

- A. Order required products before your course date by completing the attached 'Product Order Form' and emailing it directly to the AAFP Member Resource Center via [aafp@aafp.org](mailto:aafp@aafp.org) for processing/shipment. There is no payment required until an invoice is generated after the course date. The course invoice will include charges for all pre-course products that were ordered (such as Mnemonic Badge cards), the per-learner fee, and the required one-time charge to obtain the ALSO Instructor Course Materials.
- B. Please note, the invoice will not be generated until after the Course Coordinator/Director goes back into their Course Sponsor Dashboard after the course is complete to verify all required Learner and Instructor information is accurate.

### **2) Print the Attached Course Roster/Sign-In Sheet:**

- A. This document is to be used as a vital tool for the Course Coordinator/Director to utilize and submit to the AAFP after the course is complete. Please print the 'Course Roster/Sign-In Sheet' and have all Learners/Instructors FULLY fill in all information fields. Additionally, all Learners/Instructors should provide signatures on this sheet when they check in the day of the course. **Please note: AAFP ID numbers are crucial to award credit for the course!**
- B. Within *one week after* your course date, either the Course Coordinator/Director should log into the Course Sponsor Dashboard with this document in hand. The purpose of this document is to have all your Learner and Instructor information readily available in one place to easily refer to when entering the required post-course information into your Course Sponsor Dashboard. Additionally, you will need to scan and upload this document, complete with required signatures, to verify all who were in attendance.

### **3) Copy and Paste the Templated Email Instructions Below and Email to Each of Your Learners:**

- A. At the bottom of this email, you will see templated email language. In that email is a unique course Discount Code. Please only share this code with your Learners and Non-Approved Instructors or Approved Instructors who have never previously purchased the most current version of the ALSO Instructor Manual. **Additionally, please only use one Discount Code per course-do not reuse for subsequent course dates! The code will expire the day after your course date.** Please note, your course will be charged a fee for *each person* (Instructor or Learner) that accesses the downloadable ALSO Instructor Manual using your unique course Discount Code, without exception.
- B. We recommend that you send out the templated email below **no less than 30 days before your live course date** to allow each learner enough time to successfully complete pre-course reading at their own pace.
- C. Once learners access the ALSO Instructor Manual using your unique Discount Code, their status will be auto-populated into your Sponsor Dashboard Learner List for you to see whether or not they have accessed the coursework. If an invited learner's name does not appear in your Learner List, this means he/she has not yet registered for the course. Learners are instructed in the email below to access the ALSO Instructor Manual no less than 48 hours before the course.

### **4) One Week Prior to Your Course:**

- A. Log into the Course Sponsor Dashboard to view all names of Learners who have completed their online pre-work. This information will be available for you to view under the 'Learner List.' If someone has been confirmed for your course, but is not yet appearing in the Learner List, this means they have not yet utilized your course discount code to access the downloadable ALSO Instructor Manual.
- B. We recommend the Course Coordinator/Director contact any Learner that has not yet accessed the downloadable ALSO Instructor Manual one week before the course to remind them to do so right away.

Please let us know if you have any questions by emailing us via [alsoinstructor@aafp.org](mailto:alsoinstructor@aafp.org). Have a great course!

The ALSO Staff