**`“Learning**” from Teaching Form

*Instructions*

1. Complete the “Learning from Teaching” form at the **end of the teaching assignment** (week, month, semester, year), **or every 6 months** (July-December; January-June) and submit to the appropriate East Tennessee State University (ETSU) Quillen College of Medicine (QCOM) office (see below).
	1. Note: Category 1 credits are earned by the time involved in the relevant “**physician-faculty learning**” that results from the teaching experience (before, during and after the teaching assignment)
2. Complete all information requested on the form, including the **evaluation question** stated at the end of the “**Learning from Teaching**” form as well as the [**required signature form**](http://www.etsu.edu/com/cme/documents/required_signature_form_with_accountabilities_2017.doc).
3. Return form to the Quillen College of Medicine.
	1. If related to **medical student teaching**, return form to :
		1. Kenneth Olive, MD, Executive Associate Dean

Office of Academic Affairs, Box 70571

Johnson City, TN, 37614 or

Fax: 423-439-8004

* 1. If related to **resident teaching**, return form to:
		1. David Linville, MD, Associate Dean/GME

Office of Graduate Medical Education, Box 70415

Johnson City, TN. 37614 or

Fax: 423-439-8910

1. When form is co-signed by one of the above offices, the forms will be forwarded to Eileen Bailey, Associate Dean/Continuing Medical Education (CME), where the time spent in **“faculty learning”** will be converted to CME credits using a 2:1 ratio. (For each one hour of **faculty learning**, the physician will earn “2.0” Category 1 AMA/PRA CreditsTM).

1. Category 1 AMA/PRA CreditsTM will be entered into the individual faculty’s transcript, and physicians may download their ETSU/CME Transcript at any time (24/7) for review and/or printing. To review instructions on how to access transcripts, go to <http://www.etsu.edu/com/cme/transcripts.php>. Information on CME transcripts is maintained for **at least 7 years**. Other Category 1 credits earned at ETSU/CME programs or through other ETSU/QCOM teaching assignments will be compiled on the learner’s transcript record.
2. If there are any questions or comments related to the form, credits or the activities you are submitting credit for, you may call or email the following individuals:
	1. Kenneth Olive, MD, UGME, (423-439-8005 or olivek@etsu.edu)
	2. David Linville, MD, GME, (439-8023 or email gme@etsu.edu)
	3. Eileen Bailey, CME, (423-439-8081 or email cmeadean@etsu.edu)