

PCOM Online Professional Development Center User Terms and Conditions

Please read our Policies and User Agreement carefully. By visiting or using the PCOM Professional Development Center, you agree to follow its rules and to be bound by these terms and conditions.

Course Expiration Policy

All continuing education courses must be completed within 2 years from the date of purchase. Access to a specific continuing education course will expire 2 years from the date of purchase, at which time you will no longer be able to access that specific course or that course's material. You will, however, still have access to the Certificate of Completion earned for that expired course, if any, in your "My Account" page on this website.

Licensee Responsibility

Philadelphia College of Osteopathic Medicine is not responsible for determining each learner or licensee's individual needs to satisfy continuing education requirements. Each learner and licensee is responsible for himself/herself, and it is his/her obligation alone to meet the State CE requirements and deadlines. This specifically includes determining which courses satisfy the requirements of each licensing cycle, regardless of when courses are purchased or completed.

Data Collection & Sharing

All data and information provided by the participant, and his/her record(s) of Certificate(s) of Completion, will be collected and maintained by PCOM. Data and information provided by the participant may be used for quality assurance and research purposes. Data and information may be shared with respective professional and continuing education accrediting bodies [e.g. American Osteopathic Association (AOA), American Psychology Association (APA), National Association of School Psychologists (NASP), National Board of Certified Counselors (NBCC), Accreditation Council for Graduate Medical Education (ACGME), Accreditation Council for Pharmacy Education (ACPE), etc].

Copyright Notice

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Grievance Policy

Part of the Continuing Medical Education program at PCOM is ongoing program evaluation. A major component of the evaluation process is solicitation of written comments and numerical evaluation by program participants at each seminar. In order to assure that this input is dealt with properly and becomes a positive growth factor in CME programming, the following procedures are followed:

1. CME Coordinator reviews all program evaluations.
2. Negative comments and grievances are brought to the attention of the Associate Dean.
3. If needed, the participant is contacted for clarification of the criticism.
4. Determination is made by Professional Development Department if fee refund is indicated.
5. Both negative & positive comments are discussed with program chairs and CE Steering Committee.

Cancellation Policy

A full refund, less an administrative fee (administrative fees vary based on program cost), will be granted if the cancellation is made in writing, postmarked and/or received at least 10 days prior to the start date of the educational activity.

Please send cancellation requests to:

Linda Miller, CME Coordinator

Philadelphia College of Osteopathic Medicine

4170 City Avenue

Evans Hall, Suite 205

Philadelphia, PA 19131

Email: lindam@pcom.edu

PCOM reserves the right to cancel all programs and return all fees. The liability of PCOM is limited to the course fee. PCOM will not be responsible for any losses incurred by registrants including, but not limited to, airline cancellation charges or hotel deposits.