

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Careers in Medicine License Procedure		SOP #: SA.004.01
Effective Date	08.01.2018	
Last Revision/Review	05.11.2023	

1. Purpose

To outline and define the processes by which the CIM licenses are assigned to the incoming OMS-I.

2. Related Policy/Authority

3. Faculty/Staff Responsibilities

Office of Student Affairs

Director of Career Development

Registrar

Business Office

4. Definitions/Abbreviations

AAMC-Association of American Medical Colleges

AACOM- American Association of Colleges of Osteopathic Medicine

CAMS- BCOM Student Information System

CIM-Careers in Medicine Program

5. Procedural Steps

License Assignments

1.1 During the week of orientation, The Office of Student Affairs will work with AACOM to get our new incoming students a CIM license. A list of the incoming students is pulled from CAMS, which the office of the Registrar keeps updated. The Office of Student Affairs will also work with the BCOM Business Office for the financial payment of licenses.

2.1 Steps to Assign Licenses

- Director of Career Development will provide an excel sheet to AACOM with students' last & first name, and Burrell email address
- AACOM will work with AAMC for CIM token distribution
- Students will have full access to CIM by September of their OMS-I term

6. Reports/Charts/Forms/Attachments/Cross References

Identify if any reports are required to include data elements.

[\[Place Hyperlinks or Attachments Here\]](#)

7. Maintenance

The Director of Career Development will review the procedure annually.

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8. Signature

Approved by	05.11.2023
Department Head of Student Affairs	Date

9. Distribution List

Internal/External

10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/ Replacement Procedure? (if applicable)	Approval Date
1	[e.g., 3.1]			
05.11.2023	All	Steps on the assignment of the CIM license & revoking processes.		5.19.2023