

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Careers in Medicine License Procedure		SOP #: SA.004.00
Effective Date	08/01/2018	
Last Revision/Review	8/28/19	

1. Purpose

To provide information on the usage of careers in medicine to assist college personnel with career counseling pathways.

2. Related Policy/Authority

3. Faculty/Staff Responsibilities

Student Affairs
Career Counselor
BCOM Faculty

4. Definitions/Abbreviations

AAMC-Association of American Medical Colleges
CAMS- BCOM Student Information System
CIM-Careers in Medicine Program

5. Procedural Steps

License Assignments

1. Two months prior to the start of the OMS-I semester, The Office of Student Affairs will contact AAMC CIM representatives to create new licenses for the incoming class. The Office of Student Affairs will work with the BCOM Business Office for financial payment of licenses.
2. Once the licenses are finalized and appear on BCOM's CIM portal, the Office of Student Affairs will collect the roster of the incoming OMS-I class from CAMS Portal. The following criteria is needed to assign a license to a student; First Name, Last Name, Email Address. The Director of Student Affairs will create an Excel .csv file with necessary student information.
3. Steps to Assign Licenses
 - a. Sign in at: aamc.org/cim
 - b. Click on Advisors and Liaisons Tab
 - c. Manage Group Subscriptions
 - d. Access Code Management Tool
 - e. Click on Incoming Class
 - f. Import Excel .csv with student First Name, Last Name, Email Address
4. Revoking Licenses
 - a. If a student withdraws from the college, the Office of Student Affairs will revoke the license from the student by clicking on the revoke button in the AAMC CIM Access Code Management Portal.

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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 Office of Student Affairs will review procedure annually.

8. Signature

Signature on File

Vanessa Richardson, MAEd

8/28/19

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]			