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
   a. Director of Career Development will provide an excel sheet to AACOM with students’ last & first name, and Burrell email address
   b. AACOM will work with AAMC for CIM token distribution
   c. 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.
### 8. Signature

<table>
<thead>
<tr>
<th>Approved by</th>
<th>05.11.2023</th>
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<tbody>
<tr>
<td>Department Head of Student Affairs</td>
<td>Date</td>
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### 9. Distribution List

Internal/External

### 10. Revision History

<table>
<thead>
<tr>
<th>Revision Date</th>
<th>Subsection #</th>
<th>Summary of Changes</th>
<th>New/Cancellation/Replacement Procedure? (if applicable)</th>
<th>Approval Date</th>
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<tbody>
<tr>
<td>05.11.2023</td>
<td>All</td>
<td>Steps on the assignment of the CIM license &amp; revoking processes.</td>
<td></td>
<td>5.19.2023</td>
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