

CME

Application for
**JOURNAL
ARTICLES**

Revised July 1999



American Academy of Physician Assistants

Approval

- **Completed applications must be received eight weeks prior to publication.**
- AAPA awards Category I (Preapproved) CME approval on an hour-per-hour basis for the time estimated to complete the program. AAPA's standard formula to determine the number of credit hours is three full pages of text (8 1/2" by 11" page) plus two self-assessment questions equals .25 credit hour.
- Programs are approved for one year from the issue date of the journal in which the program appears.
- Approval may be granted for a six-month period. All articles approved for AAPA Category I CME credit must be published in the journal during those six months. If an article does not appear in the journal within six months from the date of approval, it must be resubmitted with a renewal application. If an approved article is withdrawn from the editorial board's six-month CME calendar and the publisher chooses to replace it, the substitute article must be submitted for approval at least six weeks prior to the issue's publication date.
- AAPA Category I (Preapproved) CME approval may be publicized only after notification of approval from AAPA has been received. The following approval statements must be prominently stated in each issue of the journal containing articles approved for credit and the certificate of completion:
 - The <Journal> has been reviewed and includes articles approved for Category I (Preapproved) CME credit by the American Academy of Physician Assistants for a maximum of <X> hours.*
 - Approval is valid for one year from the issue date and participants may submit the self-assessment at any time during that period.*

 - The articles included in the Journal were planned in accordance with the AAPA's CME Standards for Journal Articles and for Commercial Support of Journal Articles.*
- Each article approved for Category I (Preapproved) CME credit must be identified as such with the following statement:
 - This article has been reviewed and is approved for a maximum of <X> hours of clinical and <X> hours of professional Category I (Preapproved) CME credit by the American Academy of Physician Assistants.*
- The self-assessment portion of each article must state the following:
 - Successful completion of the self-assessment is required to earn Category I (Preapproved) CME credit. Successful completion is defined as a cumulative score of at least 70% correct.*
- The publisher must acknowledge receipt of educational grants from a commercial source in the CME program with the following statement:
 - This program was supported through an unrestricted educational grant from <Grantor>.*
- The original application must be received at least eight weeks prior to the publication of the first article within the six-month timeframe for which approval is sought.
- A renewal application must be submitted for each six-month timeframe following approval of the original application. The renewal application must be received at least eight weeks prior to the end of the previously approved six-month CME calendar.
- A substitute article application must be submitted for any article used as a substitute for an already approved article within a six-month timeframe. The substitute article application must be received at least six weeks prior to the issue date in which it will appear.

Criteria for Approval

Approval of CME programs is at the discretion of AAPA. Applications for AAPA Category I (Preapproved) CME credit may be made for individual articles appearing in journals. The following criteria will be used when reviewing applications for journal articles:

- The journal in which the articles appear must have an editorial board. A majority of the editorial board members must be PAs and at least one PA must be a fellow AAPA member in good standing.
- Articles must be balanced and have relevance to PA practice either by improving patient care or providing better systems of health care.
- Article topics must be derived from an assessment of the needs of PAs.
- Articles must be formally planned and designed as part of an ongoing CME activity.
- Articles must demonstrate high educational, ethical, and medical standards.
- Articles must include explicit learning objectives.
- Articles must include a participant evaluation method assessing the quality of articles as well as the extent to which it met the stated learning objectives.
- Articles must contain a self-assessment to validate the completion of the program.
- Articles must be peer reviewed.

- Product-specific advertising, promotional logos, or slogans may not be placed within or adjacent to approved articles that contain editorial content related to those products.
- Articles must meet AAPA’s CME Standards for Journal Articles and AAPA’s CME Standards for Commercial Support of Journal Articles.
- A complimentary subscription to the journal must be provided to AAPA to facilitate periodic review. Address the subscription to: AAPA – CME Services, 950 North Washington Street, Alexandria, VA 22314-1552.
- The following are examples of articles appropriate for AAPA Category I (Preapproved) CME credit:
 - Original research
 - Professional issues papers
 - Health policy papers
 - Clinical review articles

AAPA does not control the educational content of articles, but may require changes based on the criteria for approval.

Limitation of Approval

Approval for AAPA Category I (Preapproved) CME credit does not entitle the publisher to use AAPA’s logo on any materials. AAPA retains the right to remove its credit at any time for one or more of the following reasons:

- Changes to the educational content
- Changes to the method of journal distribution
- Failure to explicitly state the learning objectives for the approved article
- Failure to include a self-assessment
- Failure to disclose receipt of an educational grant or any other direct payment to the publisher or the author
- Product-specific advertising, promotional logos, or slogans placed within or adjacent to approved articles that contain editorial content related to those products
- Release of information to anyone other than the PA participant or AAPA regarding individual scores obtained through the self-assessment
- Misrepresentation of CME credit
- Misrepresentation of AAPA’s name
- Sole or primary distribution by representatives of the commercial supporter
- Unethical distribution of material, such as offering the material as a prize or bonus for favors
- The following are examples of materials within a journal that are not appropriate for AAPA Category I (Preapproved) CME credit:
 - Editorials and letters to the editor
 - Personal development articles
 - Test-taking preparation articles
 - Stand-alone study guides that are not part of an original research or clinical review article
 - Literature or book reviews
 - Updates or briefs, i.e., news briefs, conference summaries, procedure updates, summaries of new product information, “clinical pearls” that are not part of an original research or clinical review article

Application Rules for Journal Articles

- The original application or copies of the original application must be submitted.
- The draft of the article must accompany the application.
- The self-assessment and correct answers, including explanations, must accompany the application.
- An Article Information Application must be completed for each article applying for credit within the six-month CME calendar.
- A copy of the program evaluation must accompany the application.
- The appropriate fee must accompany the application. Application fees are nonrefundable.

Original Application	Application fee	\$2,500
	First credit hour	\$200
	Each additional credit hour	\$100
 Renewal Application	Application fee	 \$500
	First credit hour	\$200
	Each additional credit hour	\$100
 Substitute Application	Application Fee	 \$100
	First credit hour	\$200
	Each additional credit hour	\$100

- At the completion of the six-month CME calendar, submit the AAPA Disclosure Agreement (if not previously submitted) and a copy of the certificate of completion. Semiannually, six months and twelve months after the issue date, submit the evaluation summary for the program and the list of PA attendees.
- Submit the application and supporting documents to: AAPA – CME Approval, 950 North Washington Street, Alexandria, VA 22314-1552.

————— APA's Category I (Preapproved) CME Application for Journal Articles —————

Original Application Renewal Application Date Current CME Calendar Expires: ___ / ___ / ___

Publisher Information

Publisher Name: _____

Mailing Address: _____

City, State, Zip: _____

Telephone: _____ Fax: _____ E-mail: _____

Contact Information

Contact Name: _____ Title: _____

Mailing Address: _____

City, State, Zip: _____

Telephone: _____ Fax: _____ E-mail: _____

Journal Information

Name of Journal: _____

Distribution Schedule: Weekly Biweekly Monthly Bimonthly Other: _____

Target Audience: PAs: _____ % NPs: _____ % MDs: _____ % DOs: _____ % Other: _____

Total Circulation: _____

CME Calendar

What is the beginning issue date for this six-month CME Calendar? _____

How many articles are being submitted for this six-month CME Calendar? _____

An article information packet must be submitted for each article applying for credit.

Total number of CME hours requested for this CME Calendar: _____

Editor Information

Editor Name: _____

Mailing Address: _____

City, State, Zip: _____

Telephone: _____ Fax: _____ E-mail: _____

Editorial Information

- Attach a list of the members of the editorial board.
- Attach a description of the overall editorial process including a description of the needs assessment, curriculum development, peer review process, and participant evaluation.

AAPA's CME Standards for Journal Articles

AAPA has adapted the ACCME's Standards for Interpreting the Essentials in developing its standards for the physician assistant profession. Each item on this checklist must be initialed.

- _____ The editorial board is composed of a majority of PAs and at least one PA is a fellow AAPA member in good standing.
- _____ Design and use of the program are consistent with AAPA's overall CME mission statement – to develop clinical and professional educational activities that assist PAs in their ongoing efforts to remain current with medical knowledge, clinical skills, and health care issues in order to enhance the PA's ability to provide quality care to patients and are within the scope of the editorial board's CME calendar.
- _____ The editorial board chooses articles that are based on identified CME needs of PAs.
- _____ The editorial board has developed explicit objectives for each article and has communicated these objectives to the prospective participants.
- _____ The medium (or combination of media) chosen by the editorial board is consistent with the content and method of the stated objectives.
- _____ The editorial board has demonstrated that findings from the evaluation process are used to revise, update, and plan future articles.
- _____ The editorial board has developed a participant self-assessment method for the article.
- _____ The publisher of the journal has a mechanism to record and verify participation when authorized by the participant or AAPA.
- _____ The approval statements are prominently stated in the journal.
- _____ The publisher has prominently stated the following information to prospective participants in each approved article:
 - AAPA's approval statements
 - Learning objectives for the program
 - Authors' names and credentials
 - Authors' disclosures
 - Estimated time to complete the program and self-assessment
 - Participant evaluation method
 - Self-assessment method
- _____ The approval statements are prominently stated on the certificate of completion.

Grantor Information

As the provider, are you receiving funds from a commercial source for this program? Yes No
If Yes, complete the CME Standards for Commercial Support below.

Commercial support is in the form of: Educational Grant Faculty Honorarium/Travel Event

Who is the grantor for this program? _____ Multiple Grantors

AAPA's CME Standards for Commercial Support of Journal Articles

AAPA has adapted the ACCME's Standards for Commercial Support of Continuing Medical Education. If you are receiving funds from a commercial source, each item on this checklist must be initialed. If you are not receiving funds from a commercial source, mark N/A for each standard.

- _____ The journal's editorial board (not grantor) is responsible for the editorial process including the needs assessment, CME curriculum, and peer review. The editorial board is also responsible for the content, quality, scientific accuracy and integrity of each article submitted for CME credit as well as the selection of the faculty, medium, self-assessment, and evaluation. The editorial board (not grantor) is responsible for ensuring that when educational articles consisting of concepts or materials prepared by the grantor are used, they must adhere to the standards, especially with regard to independence in planning, designing, delivering, and evaluating such articles.
- _____ Each article gives a balanced view of therapeutic options, uses generic drug names and/or trade names of the products of several companies, is objective in reporting research, and discloses unlabeled use of commercial products.
- _____ Funds from a commercial source are in the form of an educational grant to the publisher for support of CME programming or honorarium/travel expenses to the faculty. The terms, conditions, and purposes of such monies must be documented by a signed agreement. All support is given with the full knowledge and approval of the publisher. No other funds from a commercial source shall be paid to the faculty or others involved with the supported activity. The commercial support must be acknowledged; however, reference must not be made to specific products.
- _____ Disclosure statements notifying prospective participants of grants received by the provider or the faculty are prominently written in the program. AAPA will be notified of disclosure via the AAPA Disclosure Agreement.
- _____ Funds provided by the grantor are not being used to pay participant expenses.

Approval

Is the article approved for credit by one of the following? AOA AAFP ACCME-accredited Sponsor
If yes, attach a copy of the letter documenting approval.

Renewal Application

How are the findings from the evaluation process being used to revise, update, and plan future articles? _____

Fees

Application fees are nonrefundable.

Original Application	Application fee	\$2,500
	First credit hour	\$200
	Each additional credit hour	\$100
Renewal Application	Application fee	\$500
	First credit hour	\$200
	Each additional credit hour	\$100
Substitute Application	Application Fee	\$100
	First credit hour	\$200
	Each additional credit hour	\$100

Payment Due: \$ _____ Check Number: _____

Enclosures

Each item listed below must be enclosed with the submission. Incomplete application packets will be returned.

- Completed AAPA Category I (Preapproved) CME Application for Journal Articles
- List of the editorial board members
- Description of the editorial process
- Individual article packet for each article within the six-month CME Calendar:
 - Article Information Application
 - One copy of the article
 - Self-assessment including answers with explanations
 - Program evaluation sheet
 - Continuing Medical Education Faculty Disclosure Form from each author
- Check made payable to AAPA

Requirements of the Approved Provider

Initial and sign the following verifying compliance with the requirements of the approved provider.

I realize that it is my responsibility to adhere to the requirements of the approved program provider. As such, I will

- _____ Distribute and collect a Continuing Medical Education Faculty Disclosure Form from each faculty member involved with the program.
- _____ Distribute and collect a program evaluation from all PA participants. The evaluation must assess the quality of the program as well as the extent to which it met the stated learning objectives.
- _____ Distribute a certificate of completion to all PA participants. The certificate must state the publisher's name, the journal's name and issue date, completion date of the self-assessment, AAPA's approval statements, and the participant's name.
- _____ Maintain proof of a PA's participation in the program for a seven-year period from the time of AAPA approval.

After the publication of the journal, I will submit the following to AAPA:

- _____ Signed AAPA Disclosure Agreement (if not previously submitted)
- _____ Certificate of completion with AAPA's approval statements
- _____ Evaluation summary
- _____ List of PA participants

Provider Contact's Signature

Date

Article Information Application

Make copies of this form and complete one form for each article submitted for this six-month CME Calendar.

Article Information

Title of Article: _____

Scheduled Issue Date of Article: _____ Length of Article: _____

Learning Objectives: _____

Author Information

Author's Name: _____

Was the author paid to write the article? Yes No

If Yes, by whom? _____

CME Information

Number of CME hours requested: _____

Method used to determine number of CME hours requested: _____

Needs Assessment Information

Assessment method of the need for the CME topic: _____

Peer Review Information

Number of Peer Reviewers: _____

Peer Reviewers' Names: _____

Self-Assessment Information

Self-assessment Method: _____

If a Post-test, how many questions? _____

How will Post-test be graded? _____

Evaluation

Method available for participant evaluation of the program: _____

American Academy of Physician Assistants

950 North Washington Street Alexandria, Virginia 22314-1552
703/836-2272 Fax 703/684-1924 • aapa@aapa.org • www.aapa.org
