



## **CME Credit for Participating on Test Writing Committees for National Examinations**

### **Guidelines**

AAPA Category I CME credit may be awarded for participation on test writing committees for national examinations according to the following guidelines:

1. The sponsor or developer of the examination must apply for and receive approval for AAPA Category I CME credit in advance. Applications should be submitted at least eight weeks before CME credit approval is desired.
2. The target audience for the examination must be physician assistants.
3. The Physician Assistant Review Panel of the AAPA will designate a maximum number of CME hours based on the length of the examination and the number of committee members.
4. The sponsor or developer of the examination must document guidance for the use of evidence based medicine for writing quality, in-depth questions.
5. Committee assignments must be at a depth and scope that requires a review of the literature and knowledge of the evidence base for the question.
6. PA question writers must personally participate in a group peer review of the questions; questions should be revised, when appropriate, based on feedback from the peer group.
7. PAs may receive a maximum of 10 hours of AAPA Category I CME credit per year per test writing committee.

## **Administrative Requirements**

1. Application fee: \$250
2. Approval valid for: 1 year
3. Applications must be received *at least* 8 weeks prior to the first committee meeting.
4. Application for CME approval must be requested each year.
5. AAPA approval statements and logo must be included on the certificate of participation provided to each committee member
6. Names of PAs participating on an approved test writing committee must be submitted to AAPA annually.

## **Application for CME Credit Test Writing Committee for National Examinations**

### **Contact information**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

### **Examination Information**

Name of Examination: \_\_\_\_\_

Target audience: \_\_\_\_\_

Describe the scope of the examination, including content areas. Attach additional sheets if necessary.

Number of examination questions:

Examination administration medium (check all that apply):

- Written
- Computer based
- Oral

What requirements must be met before an individual is allowed to register for this examination?

**Test Writing Committee Information**  
(Attach additional sheets, if necessary)

1. Describe the test development process and the role of each committee member. Please include instructions given to committee members on how to use evidence for writing quality test questions. If this guidance is specified in another document, attach it here. If a minimum number of references are required for each question, include that number.
2. Describe the peer-review process for each new question, including the process for final selection for the item bank.
3. Number of committee meetings during a 12 month period: \_\_\_\_\_
4. Duration of each committee meeting: \_\_\_\_\_
5. Please estimate the number of hours that each committee member will likely spend on committee assignments each year: \_\_\_\_\_
6. Number of committee members: \_\_\_\_\_
7. Name of committee chair: \_\_\_\_\_

Return to  
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