



CME Quick Guide

Using AAPA’s Learning Central

Learning Central will serve as your CME hub for **2023 Executive Leadership Conference (ELC)**. You can view handouts, complete session evaluations, and create your CME certificate. Go to cme.aapa.org, log in using your AAPA credentials. On the **2023 Executive Leadership Conference (ELC)** landing page you can access daily CME sessions, CME FAQs, and the CME Quick Guide. Navigate to CME sessions by selecting the navigation tabs at the top.

Claiming CME Credit in Learning Central

Access the CME session from the daily list. Complete the session evaluation. Complete the overall evaluation and get your CME certificate.

The collage illustrates the user journey through the Learning Central platform:

- Conference Landing Page:** Shows the main navigation tabs (Welcome, MONDAY, 3/6, TUESDAY, 3/7, WEDNESDAY, 3/8) and a "RETURN TO JOB" button.
- Daily Session List:** A list of sessions for Monday, March 6, 2023, including "Welcome From Course Directors", "Disrupting the Status Quo to Address the Workforce Crisis Through PA and NP Leadership", and "Post-COVID Productivity: The 3 Must-Do's to Boost Team Efficiency While Saving 10 Hours a Week".
- Session Overview:** Provides details for the "Post-COVID Productivity" session.
- Session Materials:** Shows a "Handout" available for the session.
- Session Evaluation:** A form for completing the session evaluation, with a note that completion is a prerequisite for earning CME credit.
- Conference Evaluation:** A form for the overall conference evaluation, which must be completed before the CME certificate is generated.
- CME Certificate:** The final step where the certificate is generated, contingent on completing all evaluations.

Executive Leadership Conference

MARCH 6 – 8, 2023 | WASHINGTON, D.C. METRO AREA



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Submitting AAPA CME Credits to NCCPA via AAPA's PA Portfolio

Log in to paportfolio.aapa.org using your AAPA credentials. Select the CME tab from the top navigation menu. Locate **2023 Executive Leadership Conference (ELC)** click the + sign to expand the list of completed sessions. Select the credits that you would like to submit to NCCPA. Click the Send Credits button at the bottom of your transcript. First-time users of the NCCPA credit transfer feature will need to link your PA Portfolio account to your NCCPA account by clicking the refresh button and entering your NCCPA login information when prompted. The page will refresh and indicate the credits available within your earning window to send to NCCPA. In your NCCPA account select the CME tab, select Confirm CME, verify information is correct, select credit(s), and confirm selection. The process is complete only if you log in to your NCCPA account and **CONFIRM**.

The screenshot displays the AAPA PA Portfolio interface. The top navigation bar includes Education, CME, Credentials, Practice, Career, and Share. The CME tab is selected. Below the navigation bar, there are instructions on how to report credits to NCCPA and a 'Refresh' button. The main content area shows a list of CME activities under the heading '2023 Executive Leadership Conference (ELC)'. A 'Send Credits' button is visible at the bottom of the list. An inset window shows the NCCPA 'Confirm Activity' modal, which contains a table of activities to be confirmed.

<input type="checkbox"/>	Date	Sponsor	Provider	Type	Title	Cycle	Credits to Confirm	Also apply towards Specialty	Submitted By	Remove
<input type="checkbox"/>	04/25/2022	AAPA	AAPA	OTHER	aapa022: Lab-Medicine Emergencies	2020 - 2022	1.00	None	PA Portfolio (AAPA)	Remove
<input type="checkbox"/>	04/12/2022	AAPA	AAPA	OTHER	aapa022: Postpartum Depression	2020 - 2022	1.00	None	PA Portfolio (AAPA)	Remove
<input type="checkbox"/>	03/04/2022	AAPA	AAPA	OTHER	aapa022: Substance Use and Abuse	2020 - 2022	1.00	None	PA Portfolio (AAPA)	Remove

Below the table, there is a 'Confirm Selected Activities' button and a 'Cancel' button. A checkbox for 'I confirm that the information above is true and correct. I understand that it is my responsibility to maintain a professional file which includes original documentation supporting this entry. In the event of an audit, I am responsible to provide a copy of my Category 1 (Preapproved) documentation.' is also present.