

Executive Leadership Conference

MARCH 3-5, 2025 | WASHINGTON, D.C. AREA

CME Quick Guide

Using AAPA's Learning Central

Learning Central will serve as your CME hub for **2025 Executive Leadership Conference (ELC)**. You can view handouts, complete session evaluations, and create your CME certificate. Go to cme.aapa.org, and log in using your AAPA credentials. On the **2025 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 screenshots illustrate the following steps:

- Home Page:** Shows the conference title and dates. Navigation tabs are visible at the top.
- Submitting Your CME Made Easy:** A banner explaining that CME credits are automatically transmitted to AAPA's PA Portfolio and can be submitted to NCCPA.
- Welcome Page:** A 'Welcome' button is highlighted.
- Session Materials:** A 'Handout' button is highlighted.
- Session Evaluation:** A 'Session Evaluation' button is highlighted.
- Session Overview:** Shows details for a session titled 'Navigating Your Path: The Art of Self-Advocacy and Career Adaptability'. A 'Back to CME Menu' button is highlighted.
- Conference Evaluation:** A 'Conference Evaluation' button is highlighted.
- CME Certificate:** A 'Certificate of Completion' button is highlighted.

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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 **2025 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 image shows a composite of two screenshots from the AAPA and NCCPA systems. The top screenshot displays the 'AAPA CME Transcript' page with a table of sessions and a 'Send Credits' button. The bottom screenshot shows the 'Confirm Activity' page in the NCCPA system with a table of activities to be confirmed.

AAPA CME Transcript

Name	Complete	Credits	Certificate	Sent Status
2025 Executive Leadership Conference (ELC)	03/04/2025	3.00 AAPA Category 1 CME Credit	<input checked="" type="checkbox"/>	
2025 ELC: Building Bright Futures: Crafting Sustainable Careers Across Generations	03/04/2025	1.00 AAPA Category 1 CME Credit	<input type="checkbox"/>	
2025 ELC: Understanding Labor Relations in American Healthcare Workers	03/05/2025	1.00 AAPA Category 1 CME Credit	<input type="checkbox"/>	
2025 ELC: Getting Comfortable with Conflict	01/13/2024	1.00 AAPA Category 1 CME Credit	<input type="checkbox"/>	

Send Credits 43.75 AAPA Category 1 CME Credit
4.00 AAPA Category 1 Self-Assessment CME credit

NCCPA Confirm Activity

We received the following CME activities from a third party. You will need to select the activity and attest to the accuracy or choose to remove the activity completely.

All	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	04252022: Lab-Medicine Emergencies	2020 - 2022	1.00	None	PA Portfolio (AAPA)	Remove
<input type="checkbox"/>	04/12/2022	AAPA	AAPA	OTHER	04122022: Postpartum Depression	2020 - 2022	1.00	None	PA Portfolio (AAPA)	Remove
<input type="checkbox"/>	03/06/2022	AAPA	AAPA	OTHER	03062022: Ketamine: Uses and Abuses	2020 - 2022	1.00	None	PA Portfolio (AAPA)	Remove

I certify 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 will be responsible to provide a copy of my Category 1 (Preapproved) documentation.

Confirm Selected Activities