Instructions for Submitting CME Credits to NCCPA

Any Category 1 CME credits you complete in AAPA's Learning Central is automatically transmitted to AAPA's PA Portfolio. From PA Portfolio you can submit AAPA-earned Category 1 CME credits to NCCPA. In the CME section, simply select the CME credits you wish to send to NCCPA and click Send.

Steps to Submitting AAPA CME to NCCPA

- First complete the session evaluations and claim CME credits for sessions you attended here in Learning Central.
- Log in to PA Portfolio using your AAPA Username and Password.
- Select the CME tab from the top navigation menu.
- Locate aapa2022 Annual Conference, click + sign to expand the list of completed sessions.
- Click the Send button next to the AAPA CME credit(s) that you would like to submit to NCCPA. **Note:** 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.