

Category 1 CME for Preceptors

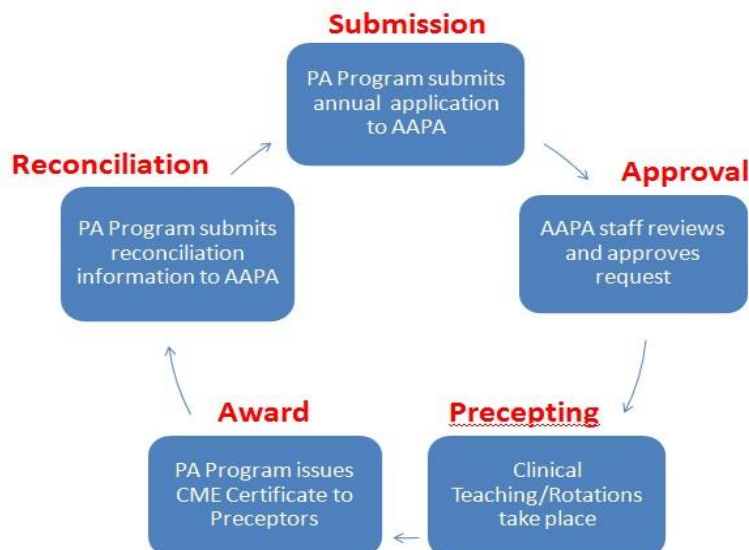
Background

AAPA's ongoing strategic plan includes a commitment to grow the PA profession. With the number of accredited PA programs on the rise, access to clinical training sites and preceptors is widely recognized as one of the rate-limiting steps to growth of the profession. In short, more preceptors equal more PAs. AAPA is excited to collaborate with PAEA to increase the number of preceptors and ultimately grow the profession.

Since 2013, individual preceptors were eligible to earn a maximum of 10 AAPA category 1 CME credits during any single calendar year for precepting. In 2019 that incentive was doubled, and preceptors permitted to earn a maximum of 20 AAPA category 1 CME credits during any single calendar year. The AAPA House of Delegates also adjusted the rate at which Category 1 CME credit may be earned for precepting. Preceptors may now earn a total of 2 AAPA Category 1 CME credits per week for each PA student they precept.

Process

1. ARC-PA accredited, PAEA member programs may submit an application for annual approval to award AAPA Category 1 CME Credit for clinical teaching activities.
 - Applications will be accepted via [AAPA's Online Request Management System](http://cmeapproval.aapa.org/) (RMS)
<http://cmeapproval.aapa.org/>
 - There is a \$200.00 annual fee for PA programs to participate.
2. AAPA staff will review and approve applications submitted by PA programs. Once approved, PA programs may award Category 1 CME credit and certificates to eligible PA preceptors.
3. At the end of the clinical year, approved PA programs must submit a follow-up reconciliation including details regarding Category 1 CME credits awarded to PA preceptors.
4. AAPA's CME standards must always be followed.



Eligibility requirements

- Eligibility is limited to ARC-PA accredited PA programs.
- Only PA programs that have submitted an application and received approval are authorized to award AAPA Category 1 CME credit for precepting.
- Eligibility for AAPA Category 1 CME credit is currently limited to preceptors who are practicing PAs.
- Preceptors must be fully licensed to practice at the clinical site where the training will occur.
- Preceptors must disclose any relevant financial relationships with [ACCME-defined commercial interests](#) to PA students.
- All other [AAPA CME Standards](#) apply.

To register with AAPA's RMS, you'll need:

- Organization Legal Name
- Organization Mission Statement
- Organization Type (ARC-PA Accredited PA Programs)
- Tax ID # and signed W-9 form
- Contact First Name, Last Name, E-mail address
- Organization Address
- Primary Phone #
- Username (created by primary RMS accountholder)
- Password (created by primary RMS accountholder)
- Indication regarding any additional CE/CME accreditations held by the organization

To submit an application, you'll need:

Clinical year start and end dates

Details needed for *each type* of rotation (ex. Family Medicine, Internal Medicine, etc.) include:

Type of rotation (dropdown menu provided w/"other" option)

Clinical setting (dropdown menu provided w/"other" option) – Select the description that most accurately describes the clinical setting for this rotation type. If none of the available options accurately describe the clinical setting for this rotation type, select "other" and use the open text box to enter your own description of this clinical rotation type.

Duration of rotation (dropdown menu provided w/ other option)

Estimated number of preceptors who will participate in this rotation. This estimate should reflect the total number of preceptors necessary to accommodate the program's enrolled students for the academic year for this rotation type.

Estimated number of students who will participate in this rotation – This estimate should reflect the total number of students over the course of the academic year anticipated to participate in this rotation type.

Rotation learning objectives for students. This may be uploaded as a supporting document.

Rotation learning objectives for preceptors. [Sample Preceptor learning objectives](#) are available to use as is or may be customized for each rotation. These may be uploaded as a supporting document.

Awarding Credit:

- Approved PA programs may award 2 AAPA Category 1 CME credit per student for each week of clinical teaching.
- PA programs must receive a completed evaluation form from the PA preceptor prior to awarding CME credit.
- The evaluation form may include a self-report and attestation of the number of weeks the preceptor taught as well as the number of students precepted. The form must be completed and submitted by the preceptor requesting credit.
- For purposes of credit calculation, a week is defined as 40 hours of precepting.
- A maximum of 20 AAPA Category 1 CME credits per calendar year may be awarded to each preceptor.
- All CME beyond 20 credits may be awarded and considered at Category 2 CME.

Reconciliation:

In order to satisfy obligations as an approved provider of AAPA Category 1 CME credit to PA preceptors, approved PA programs must submit a follow-up reconciliation at the conclusion of the clinical year. PA programs that fail to submit the required follow-up reconciliation items within 90 days of the conclusion of the clinical year will be flagged as overdue. PA programs with overdue follow-up reconciliations are ineligible to submit additional CME applications until the overdue follow-up reconciliation has been completed. The follow-up reconciliation consists of the following elements:

- Total number of credits awarded to all preceptors
- Total number of preceptors who were awarded credit
- [Rotation and Preceptor CME Summary](#), a provided Excel template
 - This excel spreadsheet is intended as a tool to keep a running total of credits awarded, in aggregate, for all preceptors for the entire clinical year.
 - The template allows for one preceptor per row, all columns are required, and the column “Total number of CME credits awarded” will calculate automatically after all values have been entered.
 - The calculation will round to the nearest quarter credit and will not exceed the maximum number of Category 1 CME credits (20) that may be awarded to any single preceptor in a given year.
 - Programs may replicate this spreadsheet to accommodate their needs provided all data elements and calculation logic is preserved.
 - Programs may also elect to maintain separate documentation for tracking the individual clinical rotations that each preceptor requests credit for during the clinical year.
- Summary of Evaluations for each clinical rotation – Approved PA programs are required to submit an aggregate summary of all preceptor evaluations received for each type of rotation. We ask that programs NOT submit copies of each individually completed evaluation.

Frequently Asked Questions:

Q: *When the change in maximum credit and the rate at which it is earned occurred by clinical year was only halfway complete. How do I calculate my credits appropriately?*

A: All CME credits earned prior to July 1, 2019 should be calculated using the **old formula**. All CME credits earned after July 1, 2019 should use the **new formula**. It is easiest to use the spreadsheets we provide for this purpose.

Q: *Our PA program uses shared clinical sites where preceptors may have students from multiple programs at any given time. How do we determine the number of students precepted and award credit appropriately to avoid any preceptor “double dipping” and receiving credit from multiple institutions?*

A: The evaluation form submitted by the preceptor may contain a self-report and attestation indicating the number of weeks and students precepted. This attestation may affirm that credit is only being requested from a single PA program for the number of weeks and students they are self-reporting. As is consistent with other types of CME activities, this process relies on the professionalism of PAs to request credit commensurate with their participation.

Q: *Our clinical sites may elect to use multiple preceptors for a given student during any single rotation. How do we determine the number of weeks precepted to award the appropriate number of credits in this scenario?*

A: PA programs should communicate to their preceptors that preceptors should only request credit for the time they have spent precepting the student. If a colleague is precepting the student and the original preceptor is not actively involved in clinically teaching that student for a given time period, the original preceptor should not request credit for that time. Forty (40) hours of direct precepting is equivalent to one week of precepting.

Q: *Does the date I submit my application impact the accreditation period?*

A: You are encouraged to submit your application as soon as you have all the required information gathered, and no less than 21 days prior to the start of the clinical year in order to avoid a rush fee. You will be asked for the beginning and end dates of your clinical year within the application. The accreditation will then apply any 12 consecutive months that you designate as your clinical year.

Q: *I am an individual preceptor, can I apply for Category 1 CME credit directly without going through the PA program?*

A: PA preceptors cannot directly apply to AAPA for Category 1 CME credit associated with your clinical teaching activities. Please contact the PA program that schedules your students and request that they award eligible preceptors with credit.

Q: *Who do I contact if I have questions?*

A: Please contact AAPA’s Education Departments with questions via email at cmeapproval@aapa.org.