How to Apply to AAPA for Category 1 CME Credit of a Continuing Medical Education Activity

1. **Read through AAPA’s Policies & Guidelines.**

2. **Go to AAPA’s CME Approval Software** (https://cmeapproval.aapa.org) and either:
   - **Register for an account** if neither you nor your organization has submitted CME approval requests previously. In order to do so, you will need to obtain a signed copy of your organization’s W-9 Form (which displays your employer identification number, also known as your organization’s Tax ID). Once you have a digital copy of the W-9, click the Register button, and complete the one-page form all at once.
   - OR
   - **Login** using your own or a shared account. If you need help retrieving login credentials, call 703-836-2272 for assistance. Check that your contact information is up-to-date by clicking the Profile link in the top right corner before you start a new request. It’s essential that we have a current email address to reach you for questions and to notify you of approval.

3. **Determine which request type best describes your CME activity.** (Unsure? Call us at 703-836-2272 for assistance.) You will find eligibility requirements, sample supporting documents, and tips for a smooth application process by following one of the links below:
   - Live Program
   - Enduring Activity
   - Self-Assessment CME
   - Performance Improvement
   - Regularly Scheduled Series
   - Category 1 CME for Preceptors
   - Hospital and Health-System Quality Improvement

4. **Click New Request to begin your application.** Be sure to complete all required fields marked with a red asterisk.

5. **Pay the application fees.** As the last step in the online application, you may pay the application fees by credit card. Paying by credit card is recommended because your request will move into our review queue without delay and you can obtain a receipt immediately (click on the Generate Receipt link). Alternatively, you may choose the “pay by check” radio button and mail us a check. If paying by check, be sure to include the Request ID on the check stub or in the memo line. Please bear in mind that we will not begin reviewing your application until we receive payment.

6. **Allow up to 3 weeks to hear back from the AAPA Review Panel.** If our reviewer panel requires more information or your application is incomplete, you will receive a request for more information via email. The AAPA Review Panel’s decision on your request is also sent via email.
After Your Activity is Approved

7. **Accept AAPA’s CME agreement** if your CME approval request is granted. Login to [AAPA’s CME Approval Software](#) and click the *Accept Agreement* link. The Agreement will include a link to the relevant AAPA CME logo that you may now use in your marketing materials. Similarly, an accreditation statement will be included in your Agreement. Please use this verbatim in any program or front matter for your activity.

8. **You may now use the AAPA CME logo and accreditation statements** in your marketing materials, printed program or front matter of enduring materials. A link to the correct AAPA credit logo and an accreditation statement are found in your CME Agreement. Please use the accreditation statement verbatim, with one exception: if the maximum number of credits that an individual could earn (due to the presence of concurrent sessions) is lower than the total number of approved credits, please use the former.

9. **Issue certificates** to participating learners when appropriate. Sample certificates are available from the pages detailing each of the [request types](#). (As the CME Provider, issuing certificates is your responsibility. PAs are responsible for logging the credits they earn. AAPA does not perform either of these functions.) Please use the accreditation statement provided to you in your CME Agreement verbatim, with one exception: if the maximum number of credits that an individual could earn (due to the presence of concurrent sessions) is lower than the total number of approved credits, please use the former.

10. **Provide AAPA with follow-up information.** After completion of your activity (or at the end of your accreditation period), return to [AAPA’s CME Approval Software](#) and click on the *Please Reconcile* link. In general, this entails entering the number of people (PAs, NPs, MDs, and other professionals) who completed your activity, and then uploading a participant list (names only is sufficient) and a summary of the evaluations collected from participants. Different request types vary slightly in this regard.