When must I reconcile my AAPA accredited CME activity?

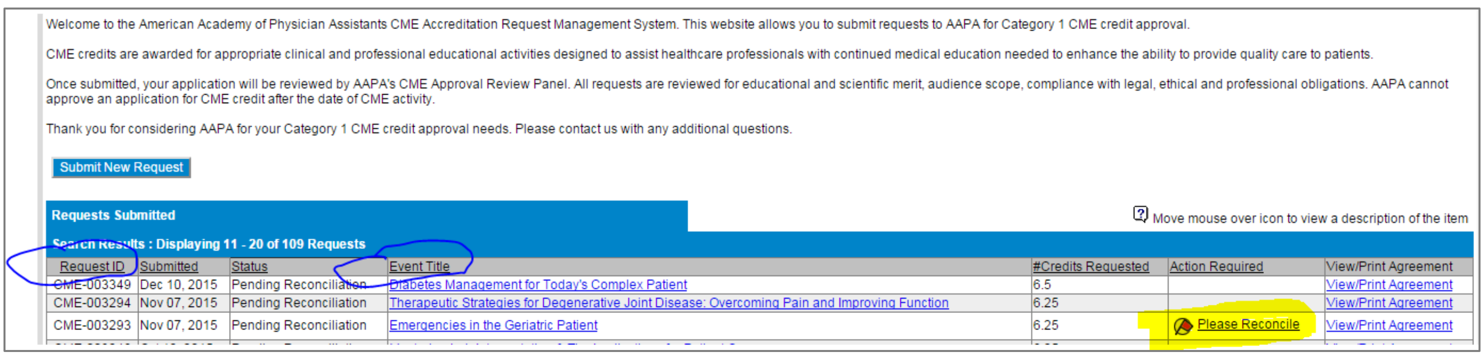
You will not be able to reconcile your request until after the last instance of the activity has occurred. Reconciliation is due within 90 calendar days of the last portion or instance of your event and/or the day your accredited activity expires. You enter reconciliation data in the same software program used to request accreditation.

You will receive an email notification when it's time to enter reconciliation information, and when you login to AAPA's Request Management System, you will see a "Please reconcile" link in the "Action Required" column. (The status of "pending reconciliation" is displayed as soon as you return the Letter of Agreement for an approved request, and does not indicate that reconciliation is due or even possible.) If the "Action Required" column is blank, there is nothing you must do related to that request at present.

How do I reconcile my AAPA accredited CME activity?

1. Login to AAPA's Request Management System

2. Find the particular request you'd like to reconcile.
   If you have many requests, you may wish to click on **Request ID** or **Event Title** to sort the list.

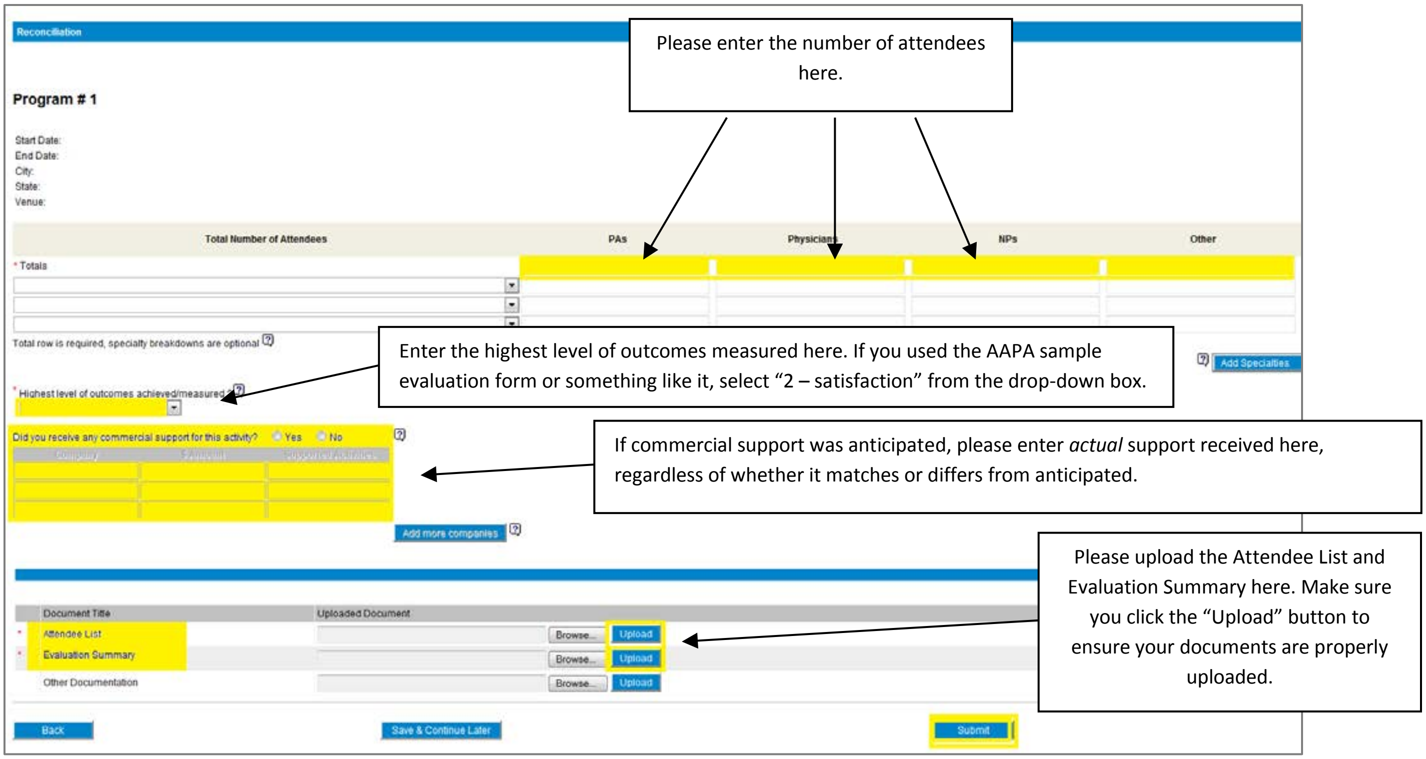


Request ID	Submitted	Status	Event Title	#Credits Requested	Action Required	View/Print Agreement
CME-003349	Dec 10, 2015	Pending Reconciliation	Diabetes Management for Today's Complex Patient	6.5		View/Print Agreement
CME-003294	Nov 07, 2015	Pending Reconciliation	Therapeutic Strategies for Degenerative Joint Disease: Overcoming Pain and Improving Function	6.25		View/Print Agreement
CME-003293	Nov 07, 2015	Pending Reconciliation	Emergencies in the Geriatric Patient	6.25	Please Reconcile	View/Print Agreement

3. Click on the **Please Reconcile** link for the request you wish to reconcile.

4. See screenshot next page. For each occurrence of the activity, you will need to enter the following:

   - The number of attendees (people eligible to claim CME credit for the activity), *broken down into number of PAs, number of physicians, number of NPs, and others*.
   - Choose from the drop down box the highest level of outcomes measured.
   - If commercial support was received, enter each supporter, the dollar amount you received, and what it was they were supporting.
   - Upload a list of attendees / people claiming credit. There is no required format for the data or the document. For example, this may be a MS Word document, an Excel spreadsheet, or a scanned copy of a paper roster filled-out by hand.
   - Upload a summary of the evaluations received. Again there is no required format, but please do not attach raw data that associates the names of people completing the evaluation with their responses.



5. Click the **Submit** button.

I'm not sure what some of these things mean? Is there a required format?

Here is some additional explanation of the information you will supply during reconciliation:

- Audience breakdown – this is entered directly in the software, and refers to numbers of physicians, PAs, NPs, etc who completed the activity. If you're having trouble entering data, look at the attached screenshot for guidance.
- List of attendees – the format of this data is not important to us (Excel or Word or PDFs are acceptable). Whatever you used for attendance sheets will work.
- Electronic summary of the evaluation data – here again, there is no required format. We are looking for a *summary* of evaluations you received and not the raw data.
- Faculty disclosures – ordinarily these were already submitted with your application, but if your Letter of Agreement detailed specific missing disclosures, or if you changed speakers after receiving approval, upload those disclosures during reconciliation
- Full list of commercial supporters if applicable – enter this information directly into the software. You are in essence editing the data supplied with your application, replacing *anticipated* supporters and amounts with *actuals.*