Live Conference Requests:
Information Needed and Tips for a Smooth Application Process

Information You'll Need In Order To Apply

- Program Title

- Clinical Area

- Overall number of credits requested, including concurrent sessions and optional workshops, as well as maximum number of credits available to any single attendee

- Event start and end dates

- Venue information, including address

- Projected number of participants by audience group (PAs, NPs, MDs, etc.)

- Description of unmet educational needs and methods of needs assessment

- Overall Learning Objectives

- Program description

- Commercial support details including supporting company, dollar amount, activities supported, and funding status (pending or accepted) for each potential grant.

- Session details, including a minimum of 2-3 session specific learning objectives per hour of requested credit, session date, start time, end time, and number of requested credits for each session.

- Faculty information (if funding or commercial support is anticipated)

- Disclosure forms for speakers, planners, and organizers of your event

- Brochure/Draft of Promotional Materials

- Evaluation mechanism/form

Tips for Navigating Our Software

- **Your activity can be approved for an unlimited number of instances within a 12-month period** for a modest increase in fee, providing the content presented does not change and you stipulate this in your application. Be sure to answer "yes" to the question "Will this program be held again in the next 12 months?"

- **Count your requested credits – twice – before submitting your application.** Incorrect credit counts cause delays in reviewing your application.

- "Max credits available to any attendee, main conference" refers to the maximum number of credits an individual could earn by attending one session per time slot. In a large conference, sessions are often held concurrently such that one person could not possibly attend all sessions.

- "Total credits available for all activities" refers to the total number of credits you are requesting AAPA to review, for both the main conference <u>and</u> any adjunct workshops for which attendees register separately. This total is used to calculate the amount due at the end of your application.

- When converting hours of education to credits, round to the nearest quarter-hour. For example, 40, 45, and 50-minute sessions all count as 0.75 credit. 55, 60 and 65-minute sessions count as 1 credit.

- Meal breaks and stretch breaks are excluded in the calculation of credits.

- The Activities Detail page pertains to distinct sessions within a conference. **Respond to the question "How many different activities will be included in this program?" with the number of** *sessions*. If you plan to repeat the event one or more times, those other dates will be requested later in the application in the Program Date, Location and Projected Audience section.

- **If you are requesting approval for multiple instances of the same activity,** you do not need to know in advance all the dates the program will be held. If granted, approval will cover an unlimited number of instances within one year, providing all dates are reported to us. Enter all dates confirmed at the time of your application. After approval, when you have the details of all the remaining dates, send the information below *for each program date* that should be added to your record to cmeapproval@aapa.org.

  Request ID: CME-00____
  Start date:
  End date:
  # of speakers:
  Reach: [local / regional / national]
  Venue: [Hotel or city if venue has not been established]
  State:
  Zip:
  Country: USA
  Estimated number of participants - Physician Assistants:
  Estimated number of participants - Nurse Practitioners / NPs:

- **If the only thing preventing you from submitting your application is** *a small numbe*r **of outstanding disclosure forms, consider requesting a conditional approval.** Upload a document that details precisely which faculty or planners have not yet returned a disclosure form to you, and a realistic estimate as to when you can provide those forms. Then submit your request. Our reviewers may at their discretion approve the activity on the condition that those forms are supplied as promised. When the disclosures come in, send them to cmeapproval@aapa.org, with the Request ID in the subject line of your email.

- **The planning committee must include at least one PA-C; however, this requirement may be waived at the discretion of the AAPA Review Panel.**

- **If you cannot proceed to the next page in your application, try this**:
  1) Scroll to the top of the page, and see if there's any red text that describes what's missing.
  2) Make sure every field that has a red asterisk has something in it.
  3) Check to see if the section you're working in has a Save button for just that section, apart from the Save and Continue button at the bottom of the page.
  4) Check that the number you entered in response to the question "How many different activities will be included in this program?" truly matches the number of conference sessions detailed in the application.