



How to Apply for CME Approval of a Continuing Medical Education Activity

1. Read through [AAPA's Policies & Guidelines](#).
2. Go to [AAPA's CME Approval Site](#) 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.

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.** 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.** 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*.
- Note:** Be sure to click "Submit" or "Save and Continue" at the bottom of the page *until you reach a successful transaction/submission page after* you generate an invoice. If your application has not been fully submitted, we are not able to see and review it!
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

1. **Accept AAPA's CME agreement.** Login to [AAPA's CME Approval Site](#) 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.
2. **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.
3. **Issue certificates** to participating learners after they've completed the activity. 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.
4. **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. The deadline for supplying this follow-up information is 90 days from the end of your accreditation period. 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.

Timeline

- **Submit your request at least 21 days in advance of the activity start date** for normal processing. Requests submitted less than 21 days in advance of the activity start date are subject to rush fees.
- **Please allow up to three weeks for the AAPA Review Panel to reach a decision** following our standard process. Actual review times vary and are impacted by work load, staff resources, and the number of rush requests we've received. If reviewers need to request additional information, review of your activity could take longer. If you've marked your application for rush processing, you will receive a decision within 7 calendar days.
- **You may not use AAPA Category 1 CME credit logos in your marketing until/unless your activity is approved.**
- **AAPA does not approve activities retroactively.** Nor do we accept requests less than seven days in advance of the event/activity date, simply because there isn't enough time to review them.