

AAPA CME Accreditation

Organization Information → Activity Overview → Session Details

The answers to the following questions will be used to determine the review fee and next steps in the application process. The answers will place the application into the appropriate pricing tier and determine the complexity of the application. AAPA retains the right to change the pricing tier and complexity designation for this application at any time without prior notification. More information regarding the simple versus complex fee structure can be found at [AAPA's CME Review Fees](#).

Organization Name *

Enter the complete organization name as it appears on the organization's W-9. The use of acronyms or other abbreviations may lead to incorrect processing or a delay in the review.

Organization Employer Identification Number (EIN) *

Enter the organization's tax identification number (EIN), which can be found on the W-9. (Format: #####-####)

Preferred email address for this application *

This application portal allows for individuals to submit applications on behalf of multiple organizations without having to change their profile information. This field allows applicants to specify a different preferred email address for each application. A different email address is not mandatory, but it is permitted. This email address will be used for all official correspondence.

READ THESE QUESTIONS CAREFUL AND ANSWER APPROPRIATELY.

Is the organization an AAPA Constituent Organization? *

Constituent organizations (COs) are independent organizations affiliated with AAPA.

ONLY ORGANIZATIONS LISTED WITHIN THIS LINK MAY APPLY FOR TIER 1.

- Yes, the organization qualifies as Tier 1
 No

Physician Credit Designation *

Is this activity already designated for AMA PRA Category 1 Credit™, AAFP Prescribed credit, or AOA Category 1-A credit? (If 'yes' a certificate of accreditation will be required for upload)

- Yes
 No

Optional Session Details Upload (\$) *

The application requires details for the overall activity and for each individual session within the activity. If this activity consists of large number of sessions, the applicant, for an [additional fee](#), has the option to provide the [Session Details Worksheet](#), instead of manually entering each session within the application. If so select the option below.

- Yes
 No

Application Component(s) *

Choose the Application Component(s) by selecting each desired learning format(s) for this activity (e.g. Live, Enduring, RSS), Physician Credit Designation, and/or Optional Session Detail Upload (\$) from the drop down menu.

To make multiple selections click "Add Another Application Component(s)."

Save

Save and Next

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Activity Overview

Activity Title *

Activity Start Date *

Earliest possible date for learners to earn CME credits.

Activity End Date *

Last possible date for learners to earn CME credits.

Rush Fee *

Applicants may request an expedited review by paying the rush fee. Standard application review time is 21 calendar days. Paying the rush fee guarantees the application will be reviewed within 7 calendar days.

If the activity starts within the next 21 calendar days, a rush fee is REQUIRED.

- Yes, add a rush fee to the application (\$)
- No, do not add a rush fee to the application

Activity Description *

Please provide a brief description of the nature and purpose of the activity.

Identify Competencies *

AAPA CME Criteria require activities be developed in the context of desirable attributes of PAs ([The PA competencies](#)) and the healthcare team ([The Institute of Medicine \(IOM\) competencies](#)). Select all competency domains associated with this activity.

- PA - Medical knowledge
- PA - Interpersonal and communication skills
- PA - Patient care
- PA - Professionalism
- PA - Practice-based learning and improvement
- PA - Systems-based practice
- IOM - Patient-centered care
- IOM - Evidence-based practice
- IOM - Quality improvement
- IOM - Informatics
- IOM - Work in interdisciplinary teams
- Other

PA Perspective *

Please explain how the activity included the PA perspective in the planning process. This may be accomplished by including PAs as faculty, planners, or reviewers.

Identify PA Practice Gaps *

Describe how educational needs that address practice gaps have been incorporated into this activity.

Overall Activity Goals and/or Objectives *

Please outline the overall goals and/or objectives below. Individual session objectives should be entered in the Session Details page.

Projected Number of Learners by Audience Group

If a group is not represented in the activity please input a zero.

PAs (Physician Assistants) *

NPs (Nurse Practitioners) *

Physicians (MD or DO) *

Other *

Has commercial support been requested or secured for any CME components of this activity? *

Commercial support is defined as financial or in-kind contributions given by an [ACCME-defined commercial interest](#). The definition of roles and requirements when commercial support is received are outlined in the [ACCME Standards for Commercial Support](#).

- Yes
- No

Planner and Reviewer Disclosures

For each planner and reviewer, it is the responsibility of the CME provider to collect and review disclosures, identify potential conflicts of interest, and document how any conflicts were mitigated or resolved. Applicants will be required to upload all disclosures and document conflict of interest management actions below. Organizations may use their own disclosure form or [AAPA's CME Disclosure Form](#).

Planners and Reviewers *

Use the Add Planner/Reviewer button below to enter planner/reviewer names, disclosures, and conflict resolution actions. Applicants must add details for every planner and reviewer, even if they have nothing to disclose.

Planners/Reviewers	Action
No Planners/Reviewers have been added. Click on Add Planner/Reviewer below.	

Add Planner/Reviewer

File Uploads

Sample Evaluation (PDF only) *

Please upload a copy of the evaluation. Example: [Sample Evaluation](#)

No file chosen

Promotional Materials (PDF only) *

Please upload any promotional materials that have been distributed to prospective participants. If the CME provider has not begun promoting this activity, please upload draft promotional materials. As a reminder, any promotional materials distributed prior to receiving an accreditation decision must include the appropriate [Pending Accreditation Language](#).

No file chosen

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Enduring Session Details

Please input session details below *

If there are multiple sessions within the activity, a new row must be added for each session.

Sessions	Action
No Sessions have been added. Click on Add Session below.	

Session Title *

Start Date *

Earliest possible date for learners to earn CME credits.

End Date *

Last possible date for learners to earn CME credits.

Requested CME credits *

Method of Distribution *

To facilitate review of this enduring material, you must either upload the content or provide a link to the content (with access credentials if necessary).

- Journal
- Monograph
- Online
- Video / DVD
- Podcast / Audio
- Other

Session Goals and/or Objectives *

How will participation be verified prior to awarding credits? *

(Post-test, tracking program, etc.)

Faculty Member Name *

For each faculty member, it is the responsibility of the CME provider to upload the disclosure form, identify conflicts, explain how the conflict was resolved, and resolve them appropriately. Organizations may upload their own disclosure form or use [AAPA's CME Disclosure Form](#).

A completed disclosure form must be uploaded for each faculty member, even if they have nothing to disclose.

Faculty Disclosures *

Use the Choose File button to upload the completed faculty disclosure form for this faculty member.

No file chosen

Does this disclosure represent a conflict of interest? *

Please refer to the [ACCME COI Flow Chart](#) on identifying and resolving conflicts of interest.

- Yes
- No

Add another faculty name? *

- Yes
- No

Total Credits *

Enter the total number of credits being submitted for review across all formats and sessions within this activity. If the activity includes concurrent sessions, this number may be greater than the maximum number of credits any one participant could possibly complete.

Maximum Credits Available to Each Learner *

Enter the maximum number of credits any one participant could possibly complete across all learning formats and sessions. If there are concurrent sessions, this number may be lower than the total number of credits being submitted for review.

Would you like to advertise this activity on AAPA's CME Calendar? *

This option is for providers who have not already purchased advertising space. If your organization has already paid to have your entire catalog or this specific activity onto the AAPA CME calendar, please select 'no' and proceed to the next step in the application.

The [AAPA CME Calendar](#) is a space which can be used to market educational opportunities to the PA community and AAPA members. By purchasing advertising through this application, a posting will be placed on the calendar from this application's approval date through the start date of the activity.

Calendar listings are free of charge for AAPA Constituent Organizations. All other organizations are subject to a \$250 per month fee, calculated per day, per posting. This option is only available to applications with a single occurrence. This cost will be added onto the final purchase price of this application. This fee is added onto the base review fee, upload fee, rush fee, and any other applicable fees. It will be reflected in your final purchase total for accreditation.

By purchasing calendar placement through this application you will be paying for placement from your accreditation date until your event's start date. If you do not wish to begin advertising immediately or have specific questions regarding promotions including calendar placement, email marketing, or any other opportunities please contact [Tony Manigross](#) directly.

Choosing 'no' does not disqualify you from the opportunity to be placed onto the CME calendar or any other advertising opportunities. You may apply for calendar placements outside of this application by using this [application form](#) or contacting [Tony Manigross](#) directly.

- Yes
 No

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