

## AAPA 2021 CME Evaluations and Conference Certificate

AAPA 2021 CME evaluations can be found in AAPA's Learning Central (<u>https://cme.aapa.org/</u>). Locate Conference on Demand 2021: Full Library on your Learning Central dashboard to access a list of all CME sessions from AAPA 2021. Select the session title to be taken to a specific session. There you will find the session videos, handouts, and individual session evaluations.

Once the evaluation has been completed for a CME session, the session will be added to your AAPA 2021 conference certificate. The certificate will list the following: all conference sessions you have completed, the date you completed the evaluation for each session, individual number of credits earned for each session, and the total number of CME credits that you have earned.

## Logging AAPA 2021 CME Credits with NCCPA

After you download your AAPA 2021 conference CME certificate from AAPA's Learning Central, you can log your CME credits for each course directly with NCCPA by following the steps below:

- Sign into your online record at NCCPA's website and click on "CME" in the left-hand menu bar
- Click on the tab "Log New CME"
- Select "Regular (Other)"
- Click on "Continue"
- For the "Activity Start Date" field, enter the earliest date listed on your conference certificate
  - Note the date on your certificate is the date that you completed the evaluation
- For the "Activity End Date" field (this field is optional), enter the latest date listed on your conference certificate
- Enter the number of credits in the "Credits" field\*
- Enter the name of the activity (AAPA 2021) in the "Activity Title" field
- Select your Sponsor: American Academy of Physician Assistants (AAPA)
- Enter your Provider: American Academy of Physician Assistants (AAPA)
- Upload file: Upload your conference certificate that you downloaded and saved from AAPA's Learning
  Central
- Check the box certifying that the information you have entered is true and correct
- Click on "Save"

\* From NCCPA: The total number of credits logged can be edited as additional credits are earned until the PA's current cycle updates to the next cycle. Once their cycle updates, PAs can start a new entry with the "AAPA 2021" title and repeat the process. PAs need to be mindful of the start and end dates of their earning window(s) and log the activities during their appropriate cycle(s) to ensure they receive the appropriate credit. PAs can find their specific earning windows and cycles in their NCCPA online portal.