

# CME Manager Tutorial

## CME Manager

The CME Manager can be accessed from any computer, tablet, or phone with internet. It is a great tool for planning your daily activities, tracking your CME credits, and completing evaluations. AAPA uses the honor system and does not track attendance for sessions. You must keep track of the session you attend using the CME Manager online or via the More section of the AAPA app. To access the CME Manager, visit <https://conferencescheduler.aapa.org/> and select My CME Manager and log in with your AAPA ID and password. You can also access the CME Manager via the AAPA app.

## My CME Sessions

After the “Your CME Manager” screen you will be directed to the “My CME Sessions” page. If you have already selected CME sessions while you were logged in using the Conference Scheduler or the AAPA app, your sessions will appear on this page.

**Navigate your sessions by date** using the drop-down menu.

**CME Evaluation:** Click on this icon to complete evaluations. Evaluations provide speakers, volunteers, and staff with feedback that informs future conferences. Additional CME credit will be awarded for completing 5 or more evaluations.

**Delete CME:** To remove sessions check the box adjacent to the sessions you didn't attend and click **Delete**

**Add CME:** Use this feature to view the list of all conference CME sessions you can add to your CME schedule.

Be sure to **Save** your work before exiting the CME Manager or clicking on **Next**.

Once you have completed selecting the time spent in each session, the evaluation and clicked **Save**, click **Next** to go to **My Completed CME** to print or email your certificate.

Please use drop down menu to indicate time attended and claim credits.

Delete CME	CME Session	Credits Claimed/Evaluate
Monday, 15 May, 2017		
<input type="checkbox"/>	LV7062 - Rheumatoid Arthritis	08:00 AM - 09:00 AM   30 Minutes   [Eval Icon]
<input type="checkbox"/>	LV7102 - Multiple Sclerosis	09:00 AM - 10:00 AM   60 Minutes   [Eval Icon]
<input type="checkbox"/>	LV7196 - Personality Disorders	10:00 AM - 11:00 AM   [Dropdown]   [Eval Icon]
<input type="checkbox"/>	LV7059 - Health Literacy	01:00 PM - 02:00 PM   [Dropdown]   [Eval Icon]
Tuesday, 16 May, 2017		
<input type="checkbox"/>	LV7004 - HPV Vaccination	08:00 AM - 09:00 AM   60 Minutes   [Eval Icon]

Total Credits Earned: 2.5  
 Total Extra Credits: 0  
 Sum Total of Credits: 2.5  
 Evaluations Completed: 3/5

## Evaluations

You can earn extra CME credit for completed evaluations according to the following criteria:

- 5 to 10 evaluations = 0.5 AAPA Category 1 CME credits
- 11 to 20 evaluations = 1.0 AAPA Category 1 CME credits
- 21 to 30 evaluations = 1.5 AAPA Category 1 CME credits
- 31 or more evaluations = 2.0 AAPA Category 1 CME credits

You will need to manually log the extra CME credits earned with NCCPA. You will list AAPA as the provider and the sponsor and call the CME – AAPA 2017 Conference Evaluation CME Credits.

## Adding Sessions to Your Agenda

Search for sessions you attended by day, track, keyword, or speaker. Once you find a session, add it to your personal sessions by selecting the check box adjacent to the CME session in the Add column.

Use these fields to search for sessions by **CME Track**, **Speaker** or **Keyword**.

Click here to view sessions by date.

Click here to go back to **My CME Sessions**.

Click the box to add a session to **My CME Sessions** and click **Add**. Grayed out sessions are already in your schedule.

Add	CME Session	Time	Cost
<input type="checkbox"/>	LV7062 - Rheumatoid Arthritis	08:00 AM - 09:00 AM	
<input type="checkbox"/>	LV7086 - MTE: Dementia	08:00 AM - 09:00 AM	\$
<input type="checkbox"/>	LV7124 - Professional Advocacy	08:00 AM - 09:00 AM	
<input type="checkbox"/>	LV7134 - Presentation Skills	08:00 AM - 09:00 AM	
<input type="checkbox"/>	LV7144 - SA: Cardiac Meds	08:00 AM - 09:00 AM	

## Evaluation and Credit Claimed Confirmation

If you want AAPA to send your conference hours to NCCPA, please opt-in by checking the box "Yes, I would like to submit my CME hours to NCCPA".

Yes, I would like to submit my CME hours to NCCPA

Note: Checking the box above does not log your CME hours toward your NCCPA certification maintenance requirement. You must still sign in to your personal certification record at [www.nccpa.net](http://www.nccpa.net).

- Click on 'Log New CME' then
- Click on the link entitled "2017 AAPA Conference" to confirm the transferred hours are correct
- Complete the logging process

Click **Finished** to submit your hours to NCCPA. After submitting you will be able to print or email your CME certificate.

**Finished** **Not Finished**

To add more sessions, claim your credit or complete the evaluations, click **Not Finished**.

To complete the transfer process, be sure to sign in to your personal record at [www.nccpa.net](http://www.nccpa.net) to confirm transfer of credits.

## My Completed CME

Your final CME certificate can be accessed in My Completed CME, where you can view, save or print the PDF of your certificate. You also have the ability to email the PDF of the CME certificate.

CME#	Title	Credits Earned	Evaluate
Monday, 15 May, 2017			
LV7062	Rheumatoid Arthritis	08:00 AM - 09:00 AM	0.5 Complete
LV7102	Multiple Sclerosis	09:00 AM - 10:00 AM	1 Complete
Tuesday, 16 May, 2017			
LV7004	HPV Vaccination	08:00 AM - 09:00 AM	1 Complete
Total Credits Earned: 2.5			
Sum Total of Credits: 2.5			
Evaluations Completed: 3/5			

**Back** **Certificate** **Email**

To **View, Print, or Save Certificate** click here and a PDF will be created.

Click here to **Email** your CME certificate to yourself or your practice.