

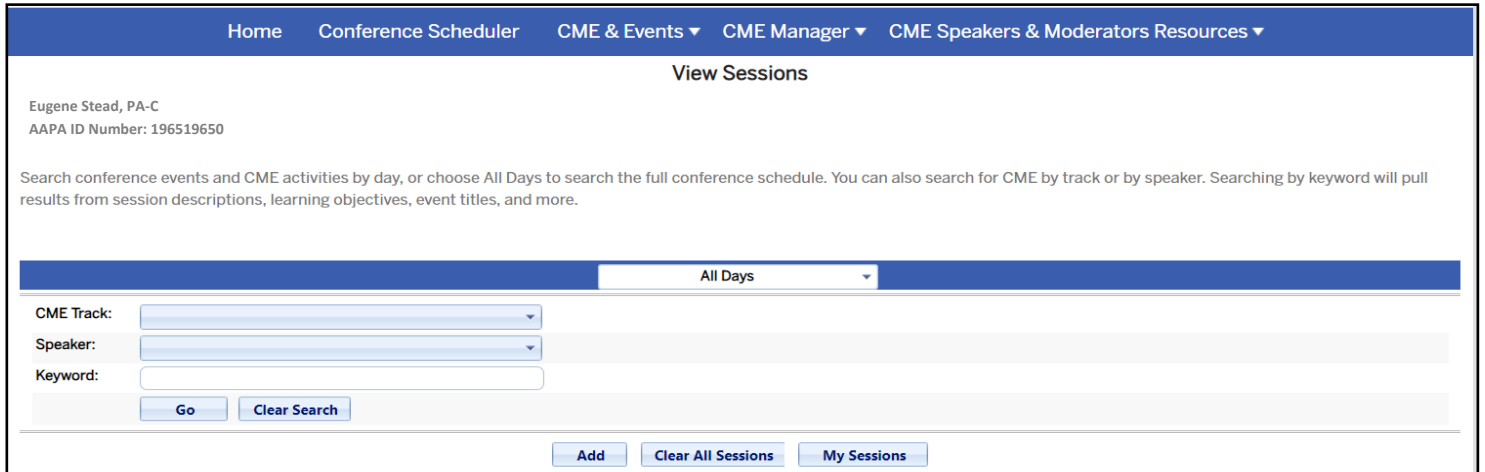


CME Manager Quick Guide

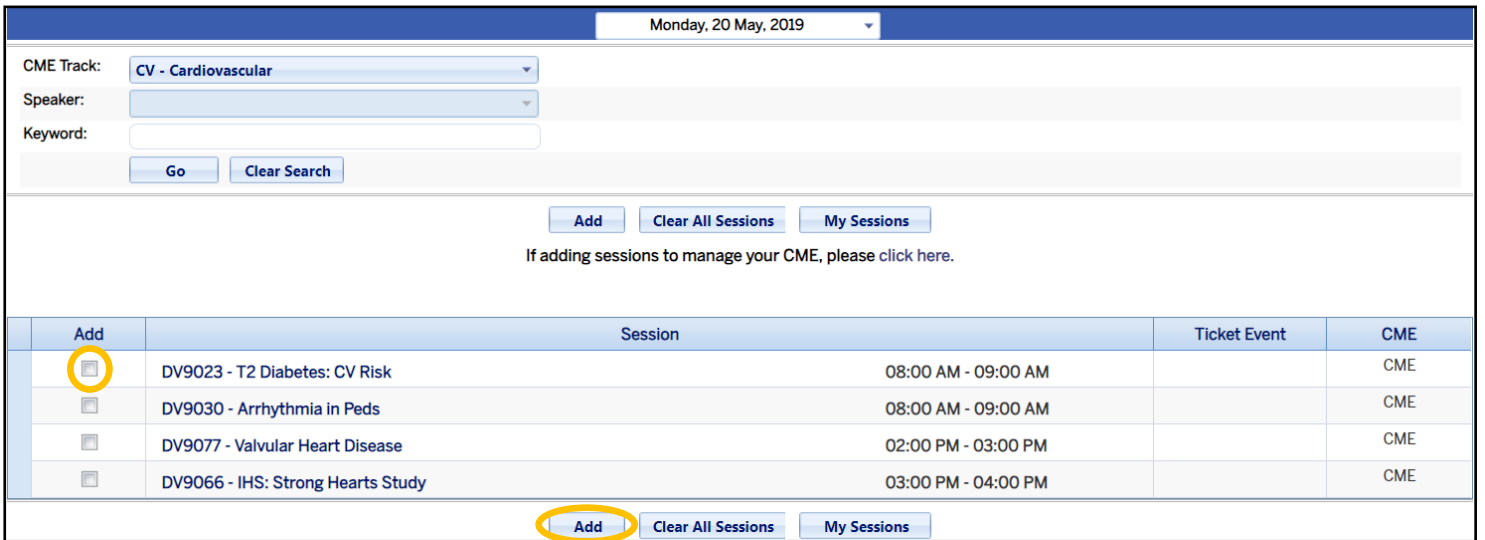
The CME Manager is a great tool for planning your daily activities, tracking your CME credits, and completing evaluations. To claim CME credit, you must track the sessions you attend using the CME Manager online at <https://conferencescheduler.aapa.org/> or via the More section of the AAPA app. Login to CME Manager using your AAPA credentials.

Adding Activities from View Sessions

View Sessions from the Conference Scheduler and search by day, track, speaker, or keyword.



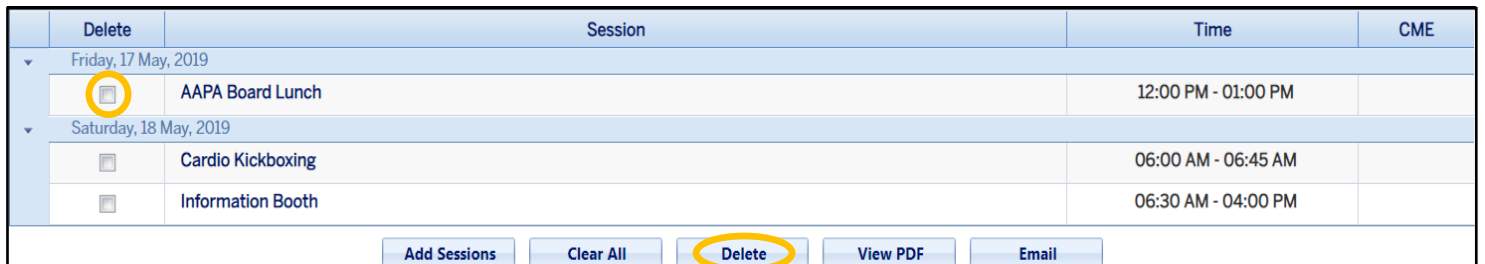
Add an activity to My Sessions by checking the box in front of the desired session and then clicking add. **View session details** by clicking on the session title.



Add	Session	Ticket Event	CME
<input checked="" type="checkbox"/>	DV9023 - T2 Diabetes: CV Risk		CME
<input type="checkbox"/>	DV9030 - Arrhythmia in Peds		CME
<input type="checkbox"/>	DV9077 - Valvular Heart Disease		CME
<input type="checkbox"/>	DV9066 - IHS: Strong Hearts Study		CME

Managing Activities from My Sessions

Access **My Sessions** from the Conference Scheduler to print or email your schedule. **Delete sessions** from your schedule by checking the box in front of the session and then clicking delete. Session changes made using the AAPA app will also show here.



Delete	Session	Time	CME
Friday, 17 May, 2019			
<input checked="" type="checkbox"/>	AAPA Board Lunch	12:00 PM - 01:00 PM	
Saturday, 18 May, 2019			
<input type="checkbox"/>	Cardio Kickboxing	06:00 AM - 06:45 AM	
<input type="checkbox"/>	Information Booth	06:30 AM - 04:00 PM	

CME Manager Quick Guide



Claim CME Credit with My CME Manager

Access **My CME Manager** from the Conference Scheduler to evaluate your CME sessions, claim CME credit, and share your information with NCCPA. You can also add and delete CME sessions directly from My CME Manager.

In order to claim CME credit you are required to:

1. Indicate the amount of time that you attended the session
2. Complete a session evaluation and submit your answers

Delete CME	CME Session	Credits Claimed/Evaluate
Saturday, 18 May, 2019		
<input type="checkbox"/>	DV9076 - LFTs and Hep ABCs	08:00 AM - 09:00 AM
<input type="checkbox"/>	DV9121 - Faculty Development	08:00 AM - 09:00 AM
<input type="checkbox"/>	DV9129 - Pain Does Not Mean Pills	08:00 AM - 09:00 AM
<input type="checkbox"/>	DV9219 - Nephrology Cases	08:00 AM - 09:00 AM

Total Credits Earned: 0
Total Extra Credits: 0
Sum Total of Credits: 0
Evaluations Completed: 0/4

Buttons: Back, Add CME, Delete CME, Save, **Next**

Completing final confirmation of CME credit and printing certificates:

1. After you've claimed all of your CME credit, click next from My CME Sessions

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.

Click on 'Log New CME' then
Click on the link entitled "2019 AAPA Conference" to confirm the transferred hours are correct
Complete the logging process

Buttons: **Finished**, Not Finished

CME#	Title	Credits Earned	Evaluate
Saturday, 18 May, 2019			
DV9076	LFTs and Hep ABCs	08:00 AM - 09:00 AM	0.25 Complete
DV9121	Faculty Development	08:00 AM - 09:00 AM	0.25 Complete
DV9129	Pain Does Not Mean Pills	08:00 AM - 09:00 AM	0.25 Complete
DV9219	Nephrology Cases	08:00 AM - 09:00 AM	0.25 Complete

Total Credits Earned: 1
Sum Total of Credits: 1
Evaluations Completed: 4/4

Buttons: Back, **Certificate**, **Email**

Earn Additional CME Credit

You can **Earn Extra CME Credit** for completing 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+ Evaluations = 2.0 AAPA Category 1 CME credits

Note: 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 2019 Conference Evaluation CME Credits