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.

Adding 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.

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.
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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

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

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