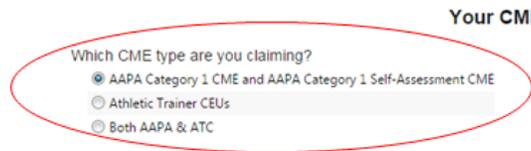


CME Manager

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

Your CME Manager

Indicate the credit type you will claim by checking the appropriate checkbox under Your CME Manager. This will trigger the correct CME certificate once you have added the sessions that you attended and have completed session evaluations.



My CME Sessions

After selecting the CME credit type, the system will show you My CME Sessions. If you have already selected CME sessions using the Online Scheduler or mobile App, your sessions will appear on this page.

Navigate your sessions **by date** by clicking here.

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

If you need to update the CME Type you are earning, click **Change CME Type**

To view the list of all conference CME sessions to add to your CME schedule, select **Add CME**.

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**, then click **Next** to go to **My Completed CME** to print or email your certificate.

Click on this icon to complete the **CME Evaluation**. Remember, evaluations provide speakers, volunteers and staff with vital feedback that informs future conference planning. Additional credits will be awarded for completing evaluations.

Select the amount of time you spent in each session, rounding to the nearest 15 minutes. This will be used to calculate the credits claimed.

My CME Sessions

All Days

Total Credits: 4.5

[Change CME Type](#) | [Add CME](#) | [Delete CME](#) | [Save](#) | [Next](#)

Delete CME	CME Session	Credits Claimed/Evaluate
Saturday, 23 May, 2015		
<input type="checkbox"/>	SF5167 - Trauma Clinical Case Presentations	08:00 AM - 09:00 AM 30 Minutes
<input type="checkbox"/>	SF5017 - Burns, Burns and more Burns	10:00 AM - 11:00 AM 60 Minutes
<input type="checkbox"/>	SF5097 - Hospital Billing	10:00 AM - 11:00 AM
<input type="checkbox"/>	SF5004 - Adult Congenital Heart Disease	02:00 PM - 03:00 PM
Tuesday, 26 May, 2015		
<input type="checkbox"/>	SF5107 - Practice your Examination Skills	09:00 AM - 12:00 PM 180 Minutes

Total Credits Earned: 4.5
Total Extra Credits: 0

Sum Total of Credits: 4.5

Evaluations Completed: 3/5

[Change CME Type](#) | [Add CME](#) | [Delete CME](#) | [Save](#) | [Next](#)

Add CME Sessions

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.

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

Click here to view sessions by date.

Click the box to add a session to **My CME Sessions** and click **Add**.

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

Saturday, 23 May, 2015

CME Track:

Speaker:

Keyword:

Add	CME Session	Ticket Event
<input type="checkbox"/>	SF5032 - Diagnosing and Treating Hepatitis C	08:00 AM - 09:00 AM
<input type="checkbox"/>	SF5109 - Presentation Skills	08:00 AM - 09:00 AM
<input type="checkbox"/>	SF5167 - Trauma Clinical Case Presentations	08:00 AM - 09:00 AM
<input type="checkbox"/>	SF5153 - Renal Medication Dosing	08:00 AM - 10:00 AM
<input type="checkbox"/>	SF5180 - WS: Chest Radiology Reading	08:00 AM - 11:00 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'. Please be sure to sign in to your personal record at www.nccpa.net to confirm transfer of credits.

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 **FINISHED** to submit to NCCPA and be able to print or email your CME certificate.

To add more sessions, claim your credit or complete the evaluations, click **NOT FINISHED**.

• Click on 'Log New CME' then

• Click on the link entitled "2015 AAPA Conference" to confirm the transferred hours are correct

• Complete the logging process

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.

My Completed CME

CME#	Title	Credits Earned	Evaluate
Saturday, 23 May, 2015			
SF5167	Trauma Clinical Case Presentations	08:00 AM - 09:00 AM	0.5 Complete
SF5017	Burns, Burns and more Burns	10:00 AM - 11:00 AM	1 Complete
Total Credits Earned: 1.5			
Sum Total of Credits: 1.5			
Evaluations Completed: 2/5			

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

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