



CME Logging for Certification Maintenance

Date: _____	Initials: _____	Cycle: _____	
	Cat I	Cat II	TOTAL
Total			

Please type or print in blue or black ink. See other instructions on reverse.

Name: _____ PA Identification #: _____

1 Address: _____ City, State, Zip: _____

E-mail: _____ Home Phone: (_____) _____ - _____ Work Phone: (_____) _____ - _____, ext. _____

2 Certification Maintenance Fee: \$95.00 Already paid Check/Money Order enclosed Visa MasterCard
 See payment policies on reverse. Card #: _____ Expires: _____

3 I certify that the information provided here is true and correct. Please submit to NCCPA with this form acceptable supporting documentation for each Category I activity listed below, and in the event of an audit, hours which were submitted on this paper form with appropriate supporting documentation will not be subject to additional verification. If applicable, my payment is included; and I have read, understand and agree to be bound by the payment policies described on the reverse.

Signature: _____ Date: _____

Category I (Preapproved) – Documentation must be submitted for all hours logged in the Category I table.

Sponsor (AAPA, AAFP, AMA AOACCME, or ACCME)	Provider	Program/Activity Title	Date(s) MM/DD/YY	# of Hrs.	Cycle	A/D
EXAMPLE: AAPA	Atlanta Tech	Advanced Cardiac Life Support – Recertification	6/01/07	8	'07-'09	--

Category II (Elective)

Program/Activity Title	Date(s) MM/DD/YY - MM/DD/YY	# of Hrs.	Cycle	A/D
EXAMPLE: Journal Reading (3 hours per month)	5/01/07-9/31/09	27	'07-'09	--

Guidelines for CME Logging for Certification Maintenance

Requirements and Deadlines

To maintain NCCPA certification, you must log at least 100 hours of CME for each two-year logging cycle, including 50 Category I (Preapproved) CME hours. All Category I CME hours logged on the front of this form should be submitted to NCCPA with a copy of appropriate supporting documentation. Questions about appropriate documentation? Contact NCCPA at 678.417.8100.

All CME hours should be earned between May 1 of the beginning cycle year and June 30 of the ending cycle year (i.e., May 1, 2007 – June 30, 2009), unless you are logging CME for the first time after passing the initial certification exam. Those who are first-time loggers may begin earning CME as of the issuance date of their certification.

Payment Policies

If you log CME hours on this paper form, you will be assessed the full \$95 certification maintenance fee. To take advantage of the discounted \$80 fee, log your CME online at www.nccpa.net. NCCPA will assess a \$35 fee for all returned checks and declined credit cards. *If hours submitted on this form are earned or logged late (see below), NCCPA will automatically charge a \$100 late fee to your credit card when this form is processed.* If you pay by check, please sign in to your personal certification record in a few days to verify that all fees have been paid. **To avoid late processing fees**, CME hours must be earned and logged and fees must be paid by June 30.

Instructions for Completing this Form

1. Provide your name, address and other information requested at the top of the form.
2. Make copies of this form as needed.
3. Log all Category I activities in the first table. Submit a copy of your supporting documentation for each Category I activity with this form.
 - In column one, identify the organization (AAPA, AAFP, AOACCME, AMA, or ACCME) that preapproved each activity.
 - In column two, list the name of the provider for each activity. In other words, who conducted the conference or seminar?
 - In column three, list the name of the CME program or activity (i.e., annual conference, ACLS, etc.)
 - In column four, list the date or range of dates of each program or activity.
 - In column five, list the number of hours earned in each activity.
 - In column six, list the CME cycle (i.e., '07-'09) that you would like the hours logged toward.
 - Please do not write in column seven. Shaded boxes are for office use only.
4. Log all Category II hours, which is equal to time spent in an activity, in the second table, following the same general instructions provided above.
5. Sign every page and mail your form(s) to the address below.

Definition of Terms

Category I (Preapproved) CME

NCCPA accepts for Category I credit programs that are approved for a specific number of hours for Category I credit by the American Academy of Physician Assistants (AAPA), Prescribed credit by the American Academy of Family Physicians (AAFP), Category I credit by the American Osteopathic Association Council on Continuing Education (AOACCME), or American Medical Association (AMA) Category I credit for the Physician's Recognition Award from organizations accredited by the Accreditation Council on Continuing Medical Education (ACCME).

Category II (Elective) CME

Category II encompasses the following:

1. Any practice-related program that is not eligible for Category I credit.
2. Any practice-related voluntary, self-learning activity (i.e., journal reading or precepting).
3. Any practice-related postgraduate course, excluding courses taken in an actual PA program.

Category II hours are logged on an hour-per-hour basis. There is no minimum requirement for Category II hours.