

Download our app from the App Store to log your CME activities from your mobile device.



Step-by-Step CME Logging

1. Sign in to your online record at our website
2. Click on "CME" in the left-hand menu bar
3. Click on the tab "Log New CME"
4. Select the type of category you would like to log
5. Click on "Continue" and follow the steps below to log your activity

Logging Certificate Programs:

Certificate Programs are preapproved for Category I CME by the AAPA regardless of who presents the programs or where they are presented.

1. Sign in to your online record at our website
2. Click on "CME" in the left-hand menu bar
3. Click on the tab "Log New CME"
4. Select "Certificate Program (Category I)"
5. Click on "Continue"
6. Select the date the provider lists on documentation as the date the activity began in the "Activity Start Date" field
7. Select the date the provider lists on documentation as the date the activity ended in the "Activity End Date" field (entering a date in this field is optional)
8. Select your Certificate Program from the drop-down menu
9. If applicable, select the specialty or CAQ (multiple specialties or CAQs can be selected)

10. Enter the number of credits in the "Credits" field
11. Upload file if applicable
12. Check the box certifying that the information you have entered is true and correct
13. Click on "Save"
14. Select one of the following: (1) Save and Return to CME Details (2) Save and Add New Certificate Program or (3) Save and Add Another for Different CME Type

Logging Category I (Self-Assessment (SA)) CME Activities:

1. Sign in to your online record at our website
2. Click on "CME" in the left-hand menu bar
3. Click on the tab "Log New CME"
4. Select "Self-Assessment (SA)"
5. Click on "Continue"
6. Select the date the provider lists on documentation as the date the activity began in the "Activity Start Date" field
7. Select the date the provider lists on documentation as the date the activity ended in the "Activity End Date" field (entering a date in this field is optional)
8. Begin typing the name of the activity in the "Approved Activity" field and then select the correct title from the drop-down list
9. If applicable, select the specialty or CAQ. Note: if a specialty has already been designated by NCCPA, you will only be able to select a CAQ. (multiple specialties or CAQs can be selected)
10. Enter the number of credits in the "Credits" field
11. Upload file if applicable
12. Check the box certifying that the information you have entered is true and correct
13. Click on "Save"
14. Select one of the following: (1) Save and Return to CME Details (2) Save and Add Another for Same Provider (3) Save and Add Another for Different CME Type

Logging Category I (Performance Improvement (PI)) CME Activities:

1. Sign in to your online record at our website
2. Click on "CME" in the left-hand menu bar
3. Click on the tab "Log New CME"
4. Select "Performance Improvement (PI)"
5. Click on "Continue"
6. Select the date the provider lists on documentation as the date the activity began in the "Activity Start Date" field
7. Select the date the provider lists on documentation as the date the activity ended in the "Activity End Date" field (entering a date in this field is optional)
8. Begin typing the name of the activity in the "Approved Activity" field and then select the correct title from the drop-down list
9. If applicable, select the specialty or CAQ. Note: if a specialty has already been designated by NCCPA, you will only be able to select a CAQ. (multiple specialties or CAQs can be selected)
10. Enter the number of credits in the "Credits" field
11. Upload file if applicable
12. Check the box certifying that the information you have entered is true and correct
13. Click on "Save"
14. Select one of the following: (1) Save and Return to CME Details (2) Save and Add Another for Same Provider (3) Save and Add Another for Different CME Type

Logging Category I (Other)

1. Sign in to your online record at our website
2. Click on "CME" in the left-hand menu bar
3. Click on the tab "Log New CME"
4. Select "Regular (Other)"
5. Click on "Continue"

6. Select the date the provider lists on documentation as the date the activity began in the "Activity Start Date" field
7. Select the date the provider lists on documentation as the date the activity ended in the "Activity End Date" field (entering a date in this field is optional)
8. Enter the number of credits in the "Credits" field
9. Enter the name of the activity in the "Activity Title" field
10. Select your Sponsor
11. Enter your Provider
 - *If your sponsor is AAFP, AOA or EACCME the provider field will automatically populate and cannot be changed.
12. If applicable, select the specialty or CAQ (multiple specialties or CAQs can be selected)
13. Upload file if applicable
14. Check the box certifying that the information you have entered is true and correct
15. Click on "Save"
16. Select one of the following: (1) Save and Return to CME Details (2) Save and Add Another for Same Provider (3) Save and Add Another for a Different Provider or (4) Save and Add Another for Different CME Type

Category I CME activities must be sponsored by one of the following sponsors: AAPA, AMA, AOA, AAFP, European Accreditation Council for Continuing Medical Education (EACCME), the Royal College of Physicians and Surgeons of Canada (RCPSC), the College of Family Physicians of Canada (CFPC), or the Physician Assistant Certification Council of Canada (PACCC). The CME program provider will issue you a document, indicating the number of CME credits you've earned during each program.

*Note: NCCPA reserves the right to request documentation in support of any Category 1 CME activity. Failure to provide acceptable documentation, if requested, may result in the removal of the activity from your record.

Logging Category II (Journal Reading) CME Activities:

1. Sign in to your online record at our website
2. Click on "CME" in the left-hand menu bar

3. Click on the tab "Log New CME"
4. Select "Journal Reading"
5. Click on "Continue"
6. Enter the "Activity Start Date"
7. Enter the "Activity End Date"
8. Enter the number of credits in the "Credits Earned" field
9. Journal Reading will be entered in the "Activity" field
10. Click on "Save"
11. Select one of the following: (1) Save and Return to CME Details (2) Save and Add New

Logging Category II (Other Medical Related Activity) CME Activities:

1. Sign in to your online record at our website
2. Click on "CME" in the left-hand menu bar
3. Click on the tab "Log New CME"
4. Select "Other Medical Related Activity"
5. Click on "Continue"
6. Enter the "Activity Start Date"
7. Enter the "Activity End Date"
8. Enter the number of credits in the "Credits Earned" field
9. Journal Reading will be entered in the "Activity" field
10. Click on "Save"
11. Select one of the following: (1) Save and Return to CME Details (2) Save and Add New