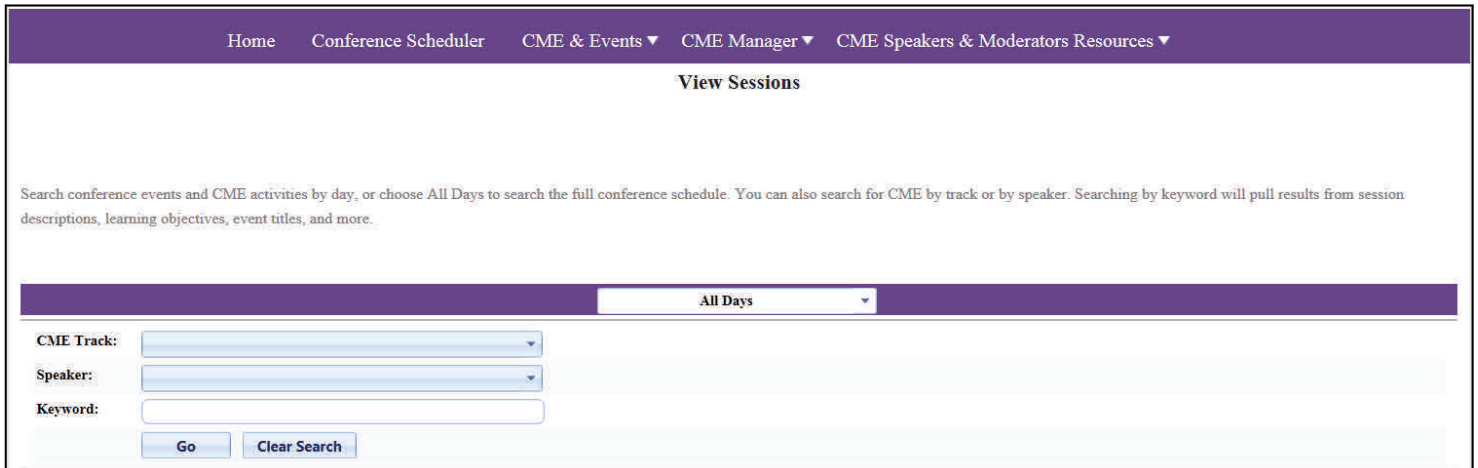


CME Manager Quick Guide

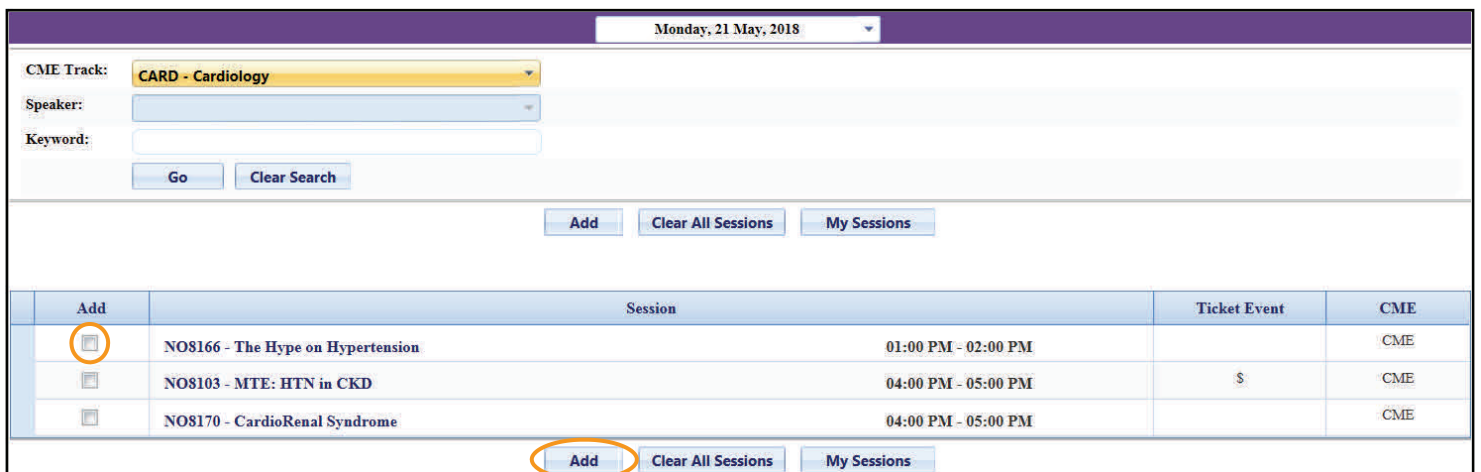
The CME Manager is a great tool for planning your daily activities, tracking your CME credits, and completing evaluations. To claim CME credit, you must track the sessions you attend using the CME Manager online at <https://conferencescheduler.aapa.org/> or via the More section of the AAPA app. Login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



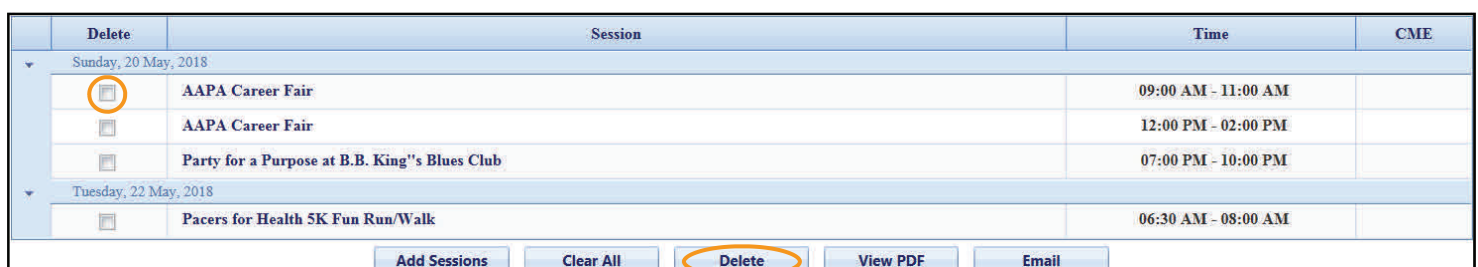
Add an activity to My Sessions by checking the box in front of the desired session and then clicking add. **View session details** by clicking on the session title.



Add	Session	Time	Ticket Event	CME
<input checked="" type="checkbox"/>	NO8166 - The Hype on Hypertension	01:00 PM - 02:00 PM		CME
<input type="checkbox"/>	NO8103 - MTE: HTN in CKD	04:00 PM - 05:00 PM	\$	CME
<input type="checkbox"/>	NO8170 - CardioRenal Syndrome	04:00 PM - 05:00 PM		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
Sunday, 20 May, 2018			
<input checked="" type="checkbox"/>	AAPA Career Fair	09:00 AM - 11:00 AM	
<input type="checkbox"/>	AAPA Career Fair	12:00 PM - 02:00 PM	
<input type="checkbox"/>	Party for a Purpose at B.B. King's Blues Club	07:00 PM - 10:00 PM	
Tuesday, 22 May, 2018			
<input type="checkbox"/>	Pacers for Health 5K Fun Run/Walk	06:30 AM - 08:00 AM	






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, 19 May, 2018		
<input type="checkbox"/>	NO8156 - Orthopaedic Radiology Review 08:00 AM - 09:00 AM	<input type="text" value="15 Minutes"/> 
Monday, 21 May, 2018		
<input type="checkbox"/>	NO8049 - MSK Hand and Wrist Pathologies 09:00 AM - 10:00 AM	<input type="text" value="30 Minutes"/> 
<input type="checkbox"/>	NO8050 - MSK Knee Pathologies 01:00 PM - 02:00 PM	<input type="text" value="45 Minutes"/> 
Total Credits Earned: 0 Total Extra Credits: 0 Sum Total of Credits: 0 Evaluations Completed: 0/3		
<input type="button" value="Change CME Type"/> <input type="button" value="Add CME"/> <input type="button" value="Delete CME"/> <input type="button" value="Save"/> <input type="button" value="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
2. You must opt-in to submit your CME hours to NCCPA

Note: You must still sign in to your online record at www.nccpa.net

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 "2018 AAPA Conference" to confirm the transferred hours are correct
Complete the logging process*

3. Click on Finished to access **My Completed CME** and view options to Print or Email CME Certificate

Note: Click on Not Finished to return to My CME Sessions

CME#	Title	Credits Earned	Evaluate
Saturday, 19 May, 2018			
NO8156	Orthopaedic Radiology Review 08:00 AM - 09:00 AM	1	Complete
Monday, 21 May, 2018			
NO8049	MSK Hand and Wrist Pathologies 09:00 AM - 10:00 AM	1	Complete
Total Credits Earned: 2 Sum Total of Credits: 2 Evaluations Completed: 2/3			
<input type="button" value="Back"/> <input type="button" value="Certificate"/> <input type="button" value="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 2018 Conference Evaluation CME Credits