# How to Upload Physician Assistant Continuing Medical Education (CME) Credits

**Online Version (Pages 1-5)**          **Mobile Version (Pages 5-7)**

## Online Version:

1. **Go to https://www.nccpa.net/sign-in and sign in**
2. **Click on the "CME" option on the left sidebar**
3. **Click "Log New CME"**

**You are required to earn and log a total of 100 CME credits. 50 are required to be Category 1 CME. The following 50 credits can be either Category 1 or Category 2 CME**

**For the difference between Category 1 and Category 2 CME click here**

4. **Click on the appropriate type of CME you are attempting to upload**

## Log New CME

### Category 1

- ○ Regular (Other)                                    +
- ○ Certificate Program (Category 1)                   +
- ○ Self-Assessment (SA)
- ○ Performance Improvement (PI)

### Category 2

- ○ Journal Reading
- ○ Other Medical Related Activity                     +

Continue ›

**Category 1 CME:**

**Regular (Other):**

5. **Select the start and end date**
6. **Enter number of credits**
7. **Enter name of activity**
8. **Select sponsor\*\***
9. **Enter provider**
10. **Upload files if applicable (usually a PDF certificate of completion)**
11. **Check the box certifying that the information entered is true and correct**
12. **Click "Save"**

Log CME Activity

Category 1: Regular (Other)

Activity Start Date              Activity End Date
Select Start Date               Select End Date (Optional)

Credits
0.00
Activity Title
Enter an Activity Title
Sponsor
Select a sponsor
Provider
Please Select a Sponsor First
Apply Toward Specialty or CAQ
None

☐ I certify that the information above is true and correct. I understand that it is my responsibility to maintain a professional file which includes original documentation supporting this entry. In the event of an audit, it is my responsibility to provide a copy of my Category 1 (Preapproved) documentation.

Cancel                                              Save ⌃

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**\*\*Category 1 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.**


**Certificate Program: (For list of Preapproved Category 1 Certificate Programs click here)**

5. **Select the start and end date**
6. **Select the appropriate Certificate Program**
7. **Enter the appropriate number of credits**
8. **Upload files if applicable (usually a PDF certificate of completion)**
9. **Check the box certifying that the information entered is true and correct**
10. **Click "Save"**

## Log CME Activity

### Category 1: Certificate Program

Activity Start Date ⓘ

| Select Start Date | 📅 |

Activity End Date ⓘ

| Select End Date (Optional) | 📅 |

Program ⓘ

| Please input Activity Date first | ▾ |

Nationally Approved Certification Courses
Maximum Program Credits:  0.00
Apply Toward Specialty or CAQ

| None | ▾ |


**Self-Assessment (SA): (Example of a Self-Assessment tool click here)**

5. **Select the start and end date**
6. **Type in the name of the activity and then select it from the list**
7. **Enter the appropriate number of credits**
8. **Upload files if applicable (usually a PDF certificate of completion)**
9. **Check the box certifying that the information entered is true and correct**
10. **Click "Save"**

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## Log CME Activity

### Category 1: Self-Assessment

Activity Start Date ⓘ

[ Select Start Date                🗓 ]

Activity End Date ⓘ

[ Select End Date (Optional)       🗓 ]

Approved Activity ⓘ   Only activities that meet NCCPA's criteria for Self-Assessment and PI-CME credit apply. Having trouble logging such an activity? Email cme@nccpa.net for assistance.

[ Please input Activity Date first                                                              ▾ ]

☐ *I certify that the information above is true and correct. I understand that it is my responsibility to maintain a professional file which includes original documentation supporting this entry. In the event of an audit, it is my responsibility to provide a copy of my Category 1 (Preapproved) documentation.*

Cancel                                                                    Save ⌃

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## Performance Improvement (PI):

5.  **Select the start and end date**
6.  **Type in the name of the activity and then select it from the list**
7.  **Enter the appropriate number of credits**
8.  **Upload files if applicable (usually a PDF certificate of completion)**
9.  **Check the box certifying that the information entered is true and correct**
10. **Click "Save"**

## Log CME Activity

### Category 1: Performance Improvement

Activity Start Date ⓘ

[ Select Start Date                🗓 ]

Activity End Date ⓘ

[ Select End Date (Optional)       🗓 ]

Approved Activity ⓘ   Only activities that meet NCCPA's criteria for Self-Assessment and PI-CME credit apply. Having trouble logging such an activity? Email cme@nccpa.net for assistance.

[ Please input Activity Date first                                                              ▾ ]

☐ *I certify that the information above is true and correct. I understand that it is my responsibility to maintain a professional file which includes original documentation supporting this entry. In the event of an audit, it is my responsibility to provide a copy of my Category 1 (Preapproved) documentation.*

Cancel                                                                    Save ⌃

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**Category 2 CME:**

**Journal Reading or Other Medical Related Activities**

5. **Select the start and end date (end date optional)**
6. **Enter appropriate number of credits**
7. **Type in name of activity or leave it as "Journal Reading"**
8. **Click "Save"**

Category 2: Journal Reading

Activity Start Date ⓘ

Select Start Date 📅

Activity End Date ⓘ

Select End Date (Optional) 📅

Credits

0.00 ▲▼

Activity Title

Journal Reading

Category 2: Other

Activity Start Date ⓘ

Select Start Date 📅

Activity End Date ⓘ

Select End Date (Optional) 📅

Credits

0.00 ▲▼

Activity Title

Enter an Activity Title

# Mobile Version:

1. **Download the NCCPA app from the Google Play Store or Apple App Store**
2. **Sign in**
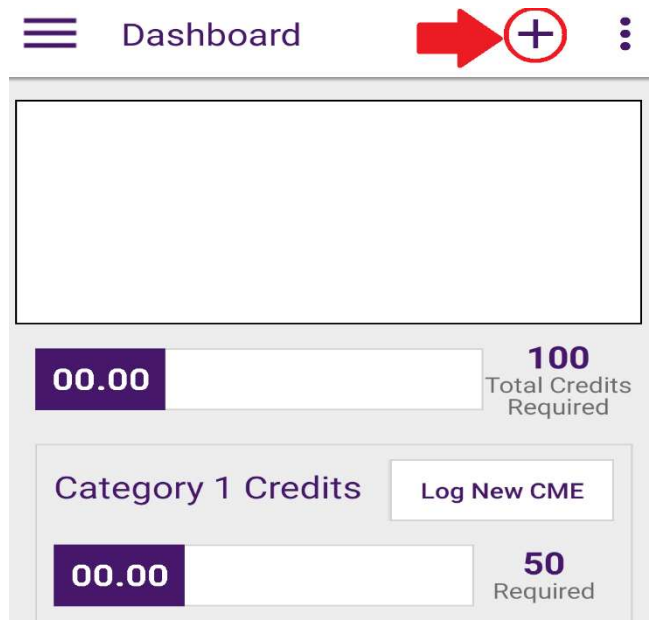3. **To upload CME credits, click on the "+" sign in the top right corner**



NCCPA
Certification. Excellence.

User ID or NCCPA ID

Password

Sign In    Forgot Password?

☐ Remember Me    Forgot user id?

☰ Dashboard ➡ ⊕ ⋮

100
Total Credits
Required

00.00

Category 1 Credits    Log New CME

00.00

50
Required

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Log New CME

**Category 1**   Show CME Logging Terms

➡ Regular (Other)

➡ Certificate Program (i.e. ACLS)

➡ Self-Assessment (SA)

➡ Performance Improvement (PI)

**Conferences**

No conferences available at this time

**Category 2**

➡ Journal Reading

➡ Other Medical Related Activity

4.  **Click on the appropriate category of CME you are attempting to upload**

5.  **Following the** online instructions **for each category and click "Log to Cycle"**



Regular Category 1

Activity Start Date:

Activity End Date (optional):   clear

**Activity Title**

**Sponsor**

Choose a Sponsor

Certificate Program

Activity Start Date:

Activity End Date (optional):   clear

**Program**

Choose a Program

Self Assessment

Activity Start Date:

Activity End Date (optional):   clear

Performance Improvement (PI)

Activity Start Date:

Activity End Date (optional):   clear

Journal Reading

Activity Start Date:

Activity End Date (optional):   clear

**Activity Title**

Journal Reading

Credits

**Log To Cycle**
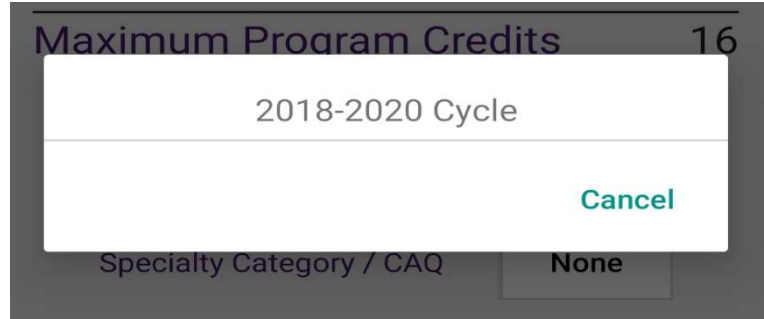
Other Activity

Activity Start Date:

Activity End Date (optional):   clear

**Activity Title**

Credits

**Log To Cycle**

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**6. Click Appropriate Cycle from list shown on phone**

Maximum Program Credits                16

2018-2020 Cycle

Cancel

Specialty Category / CAQ                None

**7. You are all set!!**

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