

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”

The image shows a sequence of four screenshots illustrating the steps to upload CME credits on the NCCPA website:

- Sign In Page:** A purple-themed page with a "SIGN IN" header. It features a dropdown menu set to "Physician Assistants", input fields for "User ID or 7-Digit NCCPA ID" and "Password", and a "Sign In" button. Links for "First Time? Register" and "Forgot user id or password?" are at the bottom.
- Dashboard:** A dark grey sidebar with the NCCPA logo at the top. The sidebar menu includes "Dashboard", "My Professional Profile", "CME" (highlighted with a red box), and "Payments".
- CME Menu:** A close-up of the "CME" sidebar menu. It contains three options: "CME Details", "Log New CME" (highlighted with a red box), and "CME Audit Information".
- CME Details Page:** A page titled "CME Details" with the NCCPA logo in the top left corner.

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

The screenshot shows a form titled "Log New CME" with two columns: "Category 1" and "Category 2". Under "Category 1", there are four radio button options: "Regular (Other)", "Certificate Program (Category 1)", "Self-Assessment (SA)", and "Performance Improvement (PI)". Each option has a red arrow pointing to it. Under "Category 2", there are two radio button options: "Journal Reading" and "Other Medical Related Activity". A "+" sign is visible to the right of the "Other Medical Related Activity" option. At the bottom right of the form is a purple button labeled "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

The screenshot shows the "Log CME Activity" form for "Category 1: Regular (Other)". It includes fields for "Activity Start Date" and "Activity End Date" (with a note "(Optional)"), a "Credits" field with a value of "0.00", "Activity Title" (with a note "Enter an Activity Title"), "Sponsor" (with a dropdown menu "Select a sponsor"), "Provider" (with a dropdown menu "Please Select a Sponsor First"), and "Apply Toward Specialty or CAQ" (with a dropdown menu "None"). At the bottom, there is a checkbox for "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." and a purple "Save" button.


****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 ⓘ 

Activity End Date ⓘ 

Program ⓘ

[Nationally Approved Certification Courses](#)
Maximum Program Credits: 0.00
Apply Toward Specialty or CAQ

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”

Log CME Activity

Category 1: Self-Assessment

Activity Start Date ⓘ

Activity End Date ⓘ

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.**

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](#)

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 ⓘ

Activity End Date ⓘ

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.**

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](#)

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



User ID or NCCPA ID

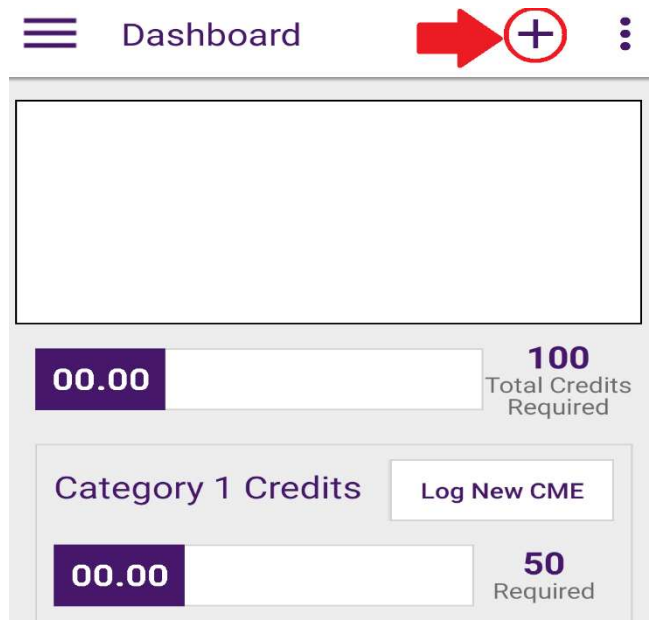
Password

Sign In

Forgot Password?

Remember Me

Forgot user id?



Dashboard

100 Total Credits Required

00.00

Category 1 Credits

50 Required

00.00

Log New CME

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

← 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

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:

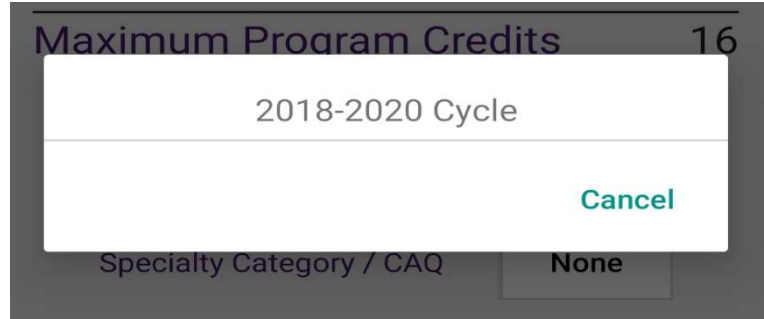
Activity End Date (optional): clear

Activity Title

Credits

Log To Cycle

6. Click Appropriate Cycle from list shown on phone



7. You are all set!!