



Activity Application Checklist

The APA is accredited by the Accreditation Council for Continuing Medical Education (ACCME). One of the privileges of accreditation is the ability to partner with nonaccredited organizations to jointly provide *AMA PRA Category 1 Credit*[™] for quality continuing medical education (CME) activities. The APA will jointly provide CME for APA District Branches (DBs), affiliated groups, and external organizations.

To stay compliant with ACCME and Joint Accreditation standards, the APA requires all Joint Provider to submit a [CME activity application](#) with the following information:

Application Checklist

- Activity Type (Live, Enduring, Blended, etc.)
- Activity Start Date and End Date
- # Of Credit Hours
- Funding Information (if applicable)
- Planners and Faculty information
 - First Name:
 - Last Name:
 - Email:
 - Title & Affiliation/ Employer
 - Role
- Practice Gaps
- Learners Needs
- Learning objectives ([click here for guidelines](#))
- Activity Description
- Learning Format (in-person or webinar w/ Q&A; break out groups, etc.)
- Peer-reviewed references published in the last 5 years
- Final Agenda
- Activity Website URL

Attachments

- Promotional materials
- Onsite materials
- Content reviewer form, if applicable (APA Division of Education staff will notify you if needed)
- Presentation, if applicable (APA Division of Education staff will notify you if needed)