

Translation to Practice® (t2p™) for CME Provider Organizations: Frequently Asked Questions

1) What is t2p™?

“t2p™” stands for Translation to Practice®, and is a three-step process that complements CME activities already approved for AAFP Prescribed credit (Elective credit activities are not eligible): Step 1) Commitment to Change - learners complete a Commitment to Change statement stating what it is they wish to change in their practice. Step 2) Implement Change – learners implement indicated change into practice. Step 3) Post-Activity Response – learners evaluate whether the implemented change resulted in improved patient care. Also, t2p™ offers learners the opportunity to apply what they learned in the CME activity, and document how learned concepts were translated into practice. Translation to Practice began as a pilot in 2010, and is now available to all CME provider organizations. Attendees may engage in one t2p™ exercise per designated session, as determined by the CME provider organization.

2) What is the purpose of t2p™?

AAFP seeks to approve activities for CME credit that are designed to improve a physician's ability to provide quality patient care. The result of quality education is better experienced when put into practice, and t2p™ creates an opportunity to purposefully apply learning following participation in a CME activity.

3) Who can offer t2p™?

In 2010, t2p™ was offered for use on AAFP and chapter-produced activities. Effective February 29th, 2016, t2p™ is now available for use by all CME provider organizations as a complement to any live, enduring, medical journal, or *blended learning activity approved for AAFP Prescribed credit.

*Translation to Practice® is only applicable for blended learning activities that include live, enduring material, and/or medical journal components. It is not eligible for Point-of-Care or Performance Improvement components within a blended learning activity.

4) Is this for AAFP members only?

Both members and non-members may participate in t2p™, though credit for participation in t2p™ may only be reported to the AAFP by members. Non-members may report the credit to their respective organizations, if a credit conversion agreement exists.

5) What is the cost?

There is an [additional fee](#) of \$195 associated with adding a t2p™ component to an activity submitted for AAFP Prescribed credit.

6) Who is responsible for implementing the t2p™ process?

Each CME provider organization will be responsible for the administration of the t2p™ process. [Resources](#) are available for CME provider organizations to use as reference.

7) How can t2p™ be implemented?

The AAFP offers templates to assist with implementing the three-step t2p™ process. CME provider organizations are not required to use specific documentation, and will retain the flexibility to modify the questions and content, and create their own materials in the format of their choice. Implementation options may include paper, online platforms, or the use of online survey tools. CME provider organizations should provide learners with the necessary information and resources they will need to begin the process, and will be responsible for creating their own deadlines for participating and completing the t2p™ activity. Learners may begin the process as soon as the CME activity has concluded.

8) How will the learner's work be evaluated?

The CME provider organization should implement a process to review participants' t2p™ work to ensure its completeness. As with all activities for which the AAFP awards credit, quality may be assessed during a random audit process, so CME provider organizations should retain all t2p™ data collected from learners for at least one year following the completion of the activity.

9) How may credit be reported?

AAFP members who participate in t2p™ may self-report the additional credit via the online portal, or by calling the AAFP's Contact Center at (800) 274-2237. Non-members who participate in t2p™ may not report the credit to the AAFP, and should verify with their respective organizations to determine whether AAFP Prescribed credit is accepted.

10) Can CME provider organizations create their own t2p™-like product?

The AAFP will offer tools for CME provider organizations to use as resources when creating their own t2p™ processes. Other processes to measure outcomes are always encouraged, but will not be eligible for AAFP Prescribed credit.

11) How do we track the t2p™ process?

CME provider organizations are encouraged to inform learners if participating in t2p™ for an activity is an option, and invite them to participate. The CME provider organization should designate a certain timeframe that learners will have following the CME activity to complete steps one, two, and three. It is up to the CME provider organization to determine how much time learners have to complete each step. All three steps must be completed before a learner can claim credit.

12) Are credits awarded per activity, or per presentation within an activity? How many credits may the learner claim?

Learners will receive two (2) Prescribed credits for the full completion of a t2p™ activity. t2p™ is awarded at the session level. Therefore, learners may engage in as many t2p™ activities as made available; however, it is up to the CME provider organization to determine the number of sessions it has the capacity to offer t2p™ for, since each session with t2p™ must be tracked individually.

For example: a live meeting approved for AAFP credit is considered one CME activity. The CME provider organization determines, at the time of application for AAFP credit submission, how many and which sessions will have a t2p™ component. As a result, learners have the opportunity to participate in a t2p™ activity for each session with a t2p™ component within the CME activity.

13) Are there a maximum number of t2p™ credits a learner can earn towards their membership requirements?

There is no limit on how many t2p™ credits a learner can earn per re-election cycle.

14) How do we add a t2p™ component to our application for CME credit?

CME provider organizations can indicate their desire to include a t2p™ component on step 1 of the application for AAFP CME credit. Learners may only participate in t2p™ activities that have been designated as having a t2p™ component by the CME provider organization, and approved by the AAFP Credit System.

15) Does the CME provider organization format/process for t2p™ have to be pre-approved?

No. CME provider organizations are not required use the materials offered by the AAFP. These resources are designed to be used only as examples.

16) Are we required to use the ® and ™ symbols?

Yes. Translation to Practice ® is a registered trademark of the American Academy of Family Physicians and must be designated as such in any written material. The registered trademark will look like this: Translation to Practice ®. Please continue to use the ™ next to t2p™ to indicate it is trademarked. The trademark symbol will look like this: t2p™.

17) What statement may we use in our marketing materials?

When the activity is approved, CME provider organizations will receive a t2p™ credit statement along with an approval statement in the official credit determination letter. Prior to receiving approval, CME provider organizations may use the [Pending Credit statement](#) to market the activity as a whole.

18) Who may we contact if we have further questions?

For questions about implementing t2p™™, please contact the AAFP Credit Systems and Compliance Department by email at cmecredit@aafp.org, or by phone at (800) 274-2237.