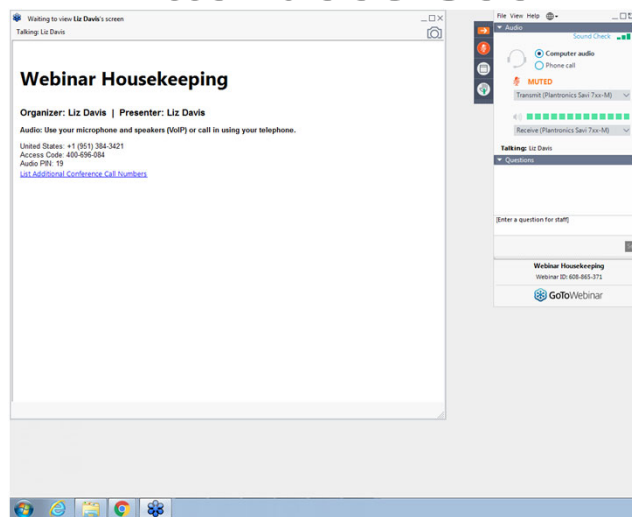


Common AAFP Credit Application Mistakes to Avoid

Jolene Sammons
April 9, 2019

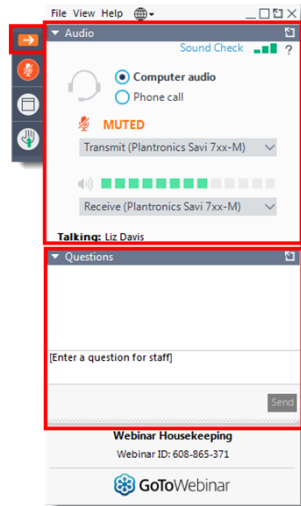


GoToWebinar Housekeeping: What Your Attendees See



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GoToWebinar Housekeeping: Attendee Participation



Participation

Open and close your control panel

Join audio:

- Choose **Mic & Speakers** to use VoIP
- Choose **Telephone** and dial using the information provided

Submit questions and comments via the Questions panel

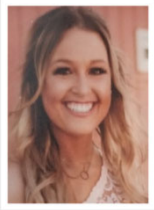
Note: Today's presentation is being recorded and will be provided within 48 hours.

AMERICAN ACADEMY OF FAMILY PHYSICIANS

Introductions

Chantel Nicolay (moderator)

- AAFP Educational Technology Strategist



Jolene Sammons (presenter)

- AAFP, AAFP Credit System Specialist

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Learning Objectives

As a result of this live, interactive webinar, you will be able to:

- Recognize common mistakes CME providers make when completing different live credit applications for AAFP CME credit
- Recall what information must be submitted, or included, for different live activity type applications
- Demonstrate more confidence when completing and submitting AAFP CME credit applications for live activities

Activity Types

Live

Enduring
Material

Medical
Journal

Performance
Improvement

Point of Care

Blended
Learning

AAFP CREDIT SYSTEM
Eligibility Requirements
Activity Types
Application Process
Worksheets and Forms
Application Fees
Post-Approval Information
Activity Audits
Credit Statements
Translation to Practice® (t2p™)
Policies and Criteria
Tools for CME Developers
Tutorials
Credit System FAQ

AAFP Credit System

AAFP Credit System Worksheets and Forms

Preparing to Apply for AAFP Credit

To assist you in collecting the information required to complete our online application process, pre-application worksheet for each activity type are available.

Applying for AAFP credit with this paper-based form will incur an additional data entry fee. Please refer to our [Review Fees](#) for a complete list of application fees.

AAFP Credit Pre-Application Worksheets

[Live Activity Worksheet](#) (5 page DOC)

Seeking AAFP credit for a live activity series? Refer to the [live series online application guide](#) (14 page PDF).

[Enduring Material Activity Worksheet](#) (5 page DOC)

[Medical Journal Activity Worksheet](#) (5 page DOC)

[Performance Improvement in Practice Activity Worksheet](#) (5 page DOC)

[Point-of-Care Activity Worksheet](#) (4 page DOC)

[Blended Learning Activity Worksheet](#) (9 page DOC)

Need help with the application? Refer to the [blended learning application instructions](#) (19 page PDF).

CME PROVIDER LOGIN
View your CME Provider Dashboard
Dashboard Login

BEGIN YOUR APPLICATION
Create a CME Provider Account
Create an Account

Questions?
Contact the AAFP Credit System
(800) 274-2237
cmecredit@aafp.org

Worksheets Page: <https://www.aafp.org/cme/creditsys/about/apply/worksheets.html>

Live Tutorial Video: <https://www.aafp.org/cme/creditsys/about/tutorials/webinar-cme-single-live.html>

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MISTAKES

ARE OPPORTUNITIES TO LEARN.

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Image by: <https://www.playdoughtoplato.com/how-to-teach-kids-perseverance/>



what's
in it for
ME?

- ☐ Speed up the review process = receive credit statement and activity approval faster
- ☐ Receive credit for all of the eligible content that you've worked hard to put together.
- ☐ Feel more confident in submitting your applications for credit.

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Image by: <https://img.giphy.com/media/20180020/giphy.com/credit-statement-cc-4-for-cc/>

Live Application Categories

Live

Single
Live

Series

Multi-
site/date

Live activity
w/ a KSA
session

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Single Live Activities:

- ☐ Involve 2 or more learners in “real time”
- ☐ Occur once over 1 or more consecutive days
- ☐ Content doesn't repeat (so, not a multi-site/date activity)
- ☐ Content is continuous (so, not broken up over the course of several weeks or months)
- ☐ Credit term dates vary

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Common **Single** Live Application Mistakes

- Agendas without start/end times, or minute allocations, for each session.
- Pairing pre/post tests with introductions and welcomes.
- Not providing an end time for wrap ups or closings.
- Not informing staff of sessions that aren't for CME.
- Not accounting for breaks for every 4 hours of consecutive education.

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Agenda Mistakes (Step 4)

1. Agendas without start/end times, or minute allocations, for each session.

Topic:
Registration and Breakfast
Diabetes Lecture
Women's Health Lecture
Q&A
Break
Skin Cancer Lecture



Start/End Time:	Topic:
8:00-8:30 a.m.	Registration and Breakfast
8:30-9:00 a.m.	Diabetes Lecture
9:00-9:30 a.m.	Women's Health Lecture
9:30-9:45 a.m.	Q&A
9:45-10:00 a.m.	Break
10:00-10:30 a.m.	Skin Cancer Lecture



Topic:	Length
Registration and Breakfast	30
Diabetes Lecture	30
Women's Health Lecture	30
Q&A	15
Break	15
Skin Cancer Lecture	30



start/end times

minute allocations

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Agenda Mistakes (Step 4)

2. Pairing pre/post tests with introductions and welcomes.

Start/End Time:	Topic:	Length
8:00-8:30 a.m.	Registration and Breakfast	30
8:30-9:00 a.m.	Introduction, welcome, and pre-test	30
9:00-9:30 a.m.	Diabetes Lecture	30
9:30-9:45 a.m.	Q&A	15
9:45-10:00 a.m.	Break	15
10:00-10:30 a.m.	Skin Cancer Lecture	30



Start/End Time:	Topic:	Length
8:00-8:30 a.m.	Registration and Breakfast	30
8:30-9:00 a.m.	Introduction, welcome, and pre-test (pre-test will take 5 minutes)	30
9:00-9:30 a.m.	Diabetes Lecture	30
9:30-9:45 a.m.	Q&A	15
9:45-10:00 a.m.	Break	15
10:00-10:30 a.m.	Skin Cancer Lecture	30



Step 8 of 9: Attestation and Comments

Attestation:

- ☒ I attest that all of the information provided in this application is accurate to the best of my knowledge.
☒ Please check this box to indicate you have read and agree to the AAFP CME Credit System terms and conditions in the event this application is selected for an audit.

Comments:

Instructions or concerns regarding your CME application and/or the CME certification process.

Please note that the pre-test will take 5 minutes.

Optional:

Review your application before continuing.



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Agenda Mistakes (Step 4)

3. Not providing an end time for wrap ups or closings.

Start/End Time:	Topic:
8:00-8:30 a.m.	Registration and Breakfast
8:30-9:00 a.m.	Introduction
9:00-9:30 a.m.	Diabetes Lecture
9:30-9:45 a.m.	Q&A
9:45-10:00 a.m.	Break
10:00-10:30 a.m.	Skin Cancer Lecture
10:30 a.m.	Closing and adjournment

1.25 Credits



Start/End Time:	Topic:
8:00-8:30 a.m.	Registration and Breakfast
8:30-9:00 a.m.	Introduction
9:00-9:30 a.m.	Diabetes Lecture
9:30-9:45 a.m.	Q&A
9:45-10:00 a.m.	Break
10:00-10:30 a.m.	Skin Cancer Lecture
10:30-11:00 a.m.	Closing and adjournment

1.75 Credits



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Agenda Mistakes (Step 4)

4. Not informing staff of sessions that aren't for CME.

Start/End Time:	Topic:
8:00-8:30 a.m.	Registration and Breakfast
8:30-9:00 a.m.	Introduction
9:00-9:30 a.m.	Diabetes Lecture
9:30-9:45 a.m.	Yoga Practice
9:45-10:00 a.m.	Break
10:00-10:30 a.m.	Skin Cancer Lecture
10:30-11:00 a.m.	Women's Health Lecture



Start/End Time:	Topic:
8:00-8:30 a.m.	Registration and Breakfast
8:30-9:00 a.m.	Introduction
9:00-9:30 a.m.	Diabetes Lecture
9:30-9:45 a.m.	*Yoga Practice
9:45-10:00 a.m.	Break
10:00-10:30 a.m.	Skin Cancer Lecture
10:30-11:00 a.m.	Women's Health Lecture
11:00-11:15 a.m.	Q&A
11:15-11:30 a.m.	Closing and adjournment
*not for CME credit	



Step 8 of 9: Attestation and Comments

Attestation:

- ☒ I attest that all of the information provided in this application is accurate to the best of my knowledge.
- ☒ Please check this box to indicate you have read and agree to the AAFP CME Credit System terms and conditions in the event this application is selected for an audit.

Comments:

Instructions or concerns regarding your CME application and/or the CME certification process.

Please note that we're not seeking credit for the yoga practice session.



Optional:

Review your application before continuing.

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Agenda Mistakes (Step 4)

5. Not accounting for breaks for every 4 hours of consecutive education.

Start/End Time:	Topic:
8:00-8:30 a.m.	Obstetrics Lecture
8:30-9:00 a.m.	Women's Health Lecture
9:00-9:30 a.m.	Diabetes Lecture
9:30-10:00 a.m.	GERD Lecture
10:00-10:30 a.m.	Skin Cancer Lecture
10:30-11:00 a.m.	Caring for the Elderly Lecture
11:00-11:30 a.m.	End of Life Care Lecture
11:30 a.m. - 12:00 p.m.	COPD Lecture
12:00-1:00 p.m.	Lunch



Start/End Time:	Topic:
8:00-8:30 a.m.	Obstetrics Lecture
8:30-9:00 a.m.	Women's Health Lecture
9:00-9:30 a.m.	Diabetes Lecture
9:30-9:50 a.m.	GERD Lecture
9:50-10:00 a.m.	Break
10:00-10:30 a.m.	Skin Cancer Lecture
10:30-11:00 a.m.	Caring for the Elderly Lecture
11:00-11:30 a.m.	End of Life Care Lecture
11:30 a.m. - 12:00 p.m.	COPD Lecture
12:00-1:00 p.m.	Lunch



Please note, when no breaks are designated, the AAFP will automatically deduct 15 minutes per four hour segment of educational content.

Series Activities:

- ☐ Regularly Scheduled (e.g. weekly, monthly, quarterly, etc.)
- ☐ Same location
- ☐ Topics for each session vary but relate to a unified theme
- ☐ Same audience for each session
- ☐ Up to a 1 year credit term
- ☐ Examples: Grand Rounds and Tumor Boards
 - ☐ Case based vs. Grand Rounds sessions

Common **Series** Live Application Mistakes

- Not including activity level learning objectives.
- Not including session specific titles and learning objectives for non-case based series sessions.
- Entering multiple series sessions for the same day.
- Not including agendas for sessions with more than one topic.

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Series Activity Level Learning Objectives (Step 3)

Learning objectives

These objectives will be used to categorize this CME activity for website visitors looking for CME by topic.

B *I* U [List Bulleted Numbered] [Align Left Center Right] [Indent] [Decrease Indent] [Undo] [Redo]

The learning objectives vary for each session.



Learning objectives

These objectives will be used to categorize this CME activity for website visitors looking for CME by topic.

B *I* U [List Bulleted Numbered] [Align Left Center Right] [Indent] [Decrease Indent] [Undo] [Redo]

This series activity will improve learners knowledge regarding common disease states seen within a family physician's practice from diabetes to end of life care to pediatrics.



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Required Series Session Information (Step 4)

Required Session Info:

- ☐ Title
- ☐ Learning Objectives
- ☐ Speakers name(s)
- ☐ Start/end times
- ☐ Date

Activity Title →

TITLE	CREDITS (P/E)	SESSION DATE	EDIT	DELETE
Leawood Hospital Grand Rounds	1.00/ 0.00/ 0.00	1/1/2019 7:00 AM - 8:00 AM	Edit	Delete

Session learning objectives

Be specific and use medical terminology to describe what the learner can expect to know or do after the activity.

Activity Learning Objectives →

This series activity will improve learners knowledge regarding common disease states seen within a family physician's practice from diabetes to end of life care to pediatrics.

Session Title →

TITLE	CREDITS (P/E)	SESSION DATE	EDIT	DELETE
The Diabetic Patient: When's a Foot Exam Necessary?	1.00/ 0.00/ 0.00	1/1/2019 7:00 AM - 8:00 AM	Edit	Delete

Session learning objectives

Be specific and use medical terminology to describe what the learner can expect to know or do after the activity.

Session Learning Objectives →

After this session, the learner will be able to...

- better identify when a diabetic patient will require a foot exam.
- how to implement this standard practice into your daily route with diabetic patients.

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Multiple Session Entry for the Same Day (Step 4)

Sessions entered: 3

TITLE	CREDITS (P/E)	SESSION DATE	EDIT	DELETE
Women's Health Update	1.00/ 0.00/ 0.00	1/1/2019 7:00 AM - 8:00 AM	Edit	Delete
End of Life Care: When to Start the Conversation?	1.00/ 0.00/ 0.00	1/1/2019 8:00 AM - 9:00 AM	Edit	Delete
The Diabetic Patient: When's a Foot Exam Necessary?	1.00/ 0.00/ 0.00	1/1/2019 9:00 AM - 10:00 AM	Edit	Delete

Sessions entered: 3

TITLE	CREDITS (P/E)	SESSION DATE	EDIT	DELETE
Diabetic Patient/End of Life Care/Women's Health Update	3.00/ 0.00/ 0.00	1/1/2019 7:00 AM - 10:00 AM	Edit	Delete

Sessions entered: 3

TITLE	CREDITS (P/E)	SESSION DATE	EDIT	DELETE
Leawood Hospital Grand Rounds: 1/1/19 Meeting	3.00/ 0.00/ 0.00	1/1/2019 7:00 AM - 10:00 AM	Edit	Delete

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Not Including Agendas for Sessions with More than One Topic (Step 4)

Agenda

Each agenda item *must* include start time, end time, title and speakers' name(s).

Please choose one:

☐ Upload an electronic file: (doc, docx, odt, rtf, txt, wpd, wps, pdf, xls, xlsx, ppt, pptx)

☒ Enter text:

Time frame



Diabetic Patient/End of Life Care/Women's Health Update
8:00-11:00 a.m.
Presenter: Dr. Jane Doe



Agenda

Each agenda item *must* include start time, end time, title and speakers' name(s).

Please choose one:

☐ Upload an electronic file: (doc, docx, odt, rtf, txt, wpd, wps, pdf, xls, xlsx, ppt, pptx)

☒ Enter text:

Sessions with
start/end times



Diabetic Patient 8:00-8:30 a.m.
End of Life Care 8:45-9:15 a.m.
Women's Health Update 9:15 a.m. - 11:00 a.m.
Presenter: Dr. Jane Doe



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Multi-Site/Date Activities:

- ☐ Content's the same but presented at different places and/or on multiple dates
- ☐ Up to a 1 year credit term
- ☐ Content must remain the same for each occurrence:
 - ☐ Same credit amount
 - ☐ Same session/lecture length
 - ☐ Same educational content

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Common **Multi-Site/Date** Live Application Mistakes

- Only entering the agenda on session 1.
- Submitting different, or varying, agendas for each occurrence.

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Agenda Only Submitted on Session 1 (Step 4)

Agenda

Each agenda item *must* include start time, end time, title and speakers' name(s).**Please choose one:**

Ⓒ Upload an electronic file: (doc, docx, odt, rtf, txt, wpd, wps, pdf, xls, xlsx, ppt, pptx)



View Current File

Agenda

Each agenda item *must* include start time, end time, title and speakers' name(s).**Please choose one:**

Ⓒ Upload an electronic file: (doc, docx, odt, rtf, txt, wpd, wps, pdf, xls, xlsx, ppt, pptx)

View Current File

Upload a new file (this will **replace** the current file):
 agenda.pdf


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Submitting Differing/Varying Agendas (Step 4)

Approved Agenda on Session 1:

Start/End Time:	Topic:	Length of Time:
7:45-8:00 a.m.	Introduction	15 minutes
8:00-8:30 a.m.	Diabetes	30 minutes
8:30-9:00 a.m.	GERD	30 minutes
9:00-9:30 a.m.	COPD	30 minutes
9:30-10:00 a.m.	Dyslipidemia	30 minutes
10:00-10:30 a.m.	Lymphoma	30 minutes
10:30-10:45 a.m.	Q&A	15 minutes
10:45-11:00 a.m.	Wrap Up	15 minutes
11:00 a.m.	Adjourn	0 minutes
		3 credits

Submitted Agenda on Session 2:

Start/End Time:	Topic:	Length of Time:
7:45-8:00 a.m.	Introduction	15 minutes
8:00-8:30 a.m.	GERD	30 minutes
8:30-9:30 a.m.	Dyslipidemia	30 minutes
9:30-10:00 a.m.	Diabetes	30 minutes
10:00-10:15 a.m.	COPD	30 minutes
10:15-10:30 a.m.	Lymphoma	30 minutes
10:30-10:45 a.m.	Q&A	15 minutes
10:45-11:00 a.m.	Wrap Up	15 minutes
11:00 a.m.	Adjourn	0 minutes
		3 credits

Live Activities in Conjunction with a KSA:

- ☐ Live course that also includes one or more KSA sessions
 - ☐ Knowledge Self Assessment.
 - ☐ Organization has to be approved by American Board of Family Medicine (ABFM) to host KSA's
(<https://www.theabfm.org/continue-certification/self-assessment-and-lifelong-learning>)
 - ☐ Cover 60 core competency questions on a specific topic
 - ☐ KSA's **must** be future dated (i.e. can't apply retroactively for KSA's)

Common **Live Activity in Conjunction with KSA** Application Mistakes

- Submitting a single live activity application when the live course includes a KSA session(s).
- Forgetting to change the KSA session title.
- Not saving the agenda under the overall conference session within step 4.

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Submitting the Wrong Activity Type for Live Activities with a KSA (Step 1)

Step 1 of 9: Activity Type

Activity type ⓘ

- ✗ ☒ Live Activity
- ✓ ☐ Live Activity: Knowledge Self-Assessment (KSA) Study Group
- ☐ Enduring Material
- ☐ Medical Journal
- ☐ Performance Improvement in Practice
- ☐ Point of Care

Step 1 of 9: Activity Type

Activity type ⓘ

- ☐ Live Activity
- ☒ Live Activity: Knowledge Self-Assessment (KSA) Study Group
- ☐ A single KSA activity offered only once, in one location, and not part of a series.
- ➡ ☒ A single live activity in conjunction with a KSA Study Group activity.
- ☐ One live KSA activity delivered at multiple locations or on multiple dates over a year.
- Number of times offered:
- (Estimate if unknown.)
- ☐ Enduring Material
- ☐ Medical Journal
- ☐ Performance Improvement in Practice
- ☐ Point of Care

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Forgetting to Update the KSA Session Title (Step 4)

	TITLE	CREDITS (P/E)	SESSION DATE	EDIT	DELETE
Conference	Leawood Hospital Annual Conference	5.00/ 0.00/ 0.00	2/11/2019	Edit	
KSA	Leawood Hospital Annual Conference	8.00/ 0.00/ 0.00	2/11/2019	Edit	Delete

+ Add New Session : KSA Study Group



Sessions entered: 2

	TITLE	CREDITS (P/E)	SESSION DATE	EDIT	DELETE
Conference	Leawood Hospital Annual Conference	5.00/ 0.00/ 0.00	2/11/2019	Edit	
KSA	Child Wellness KSA	8.00/ 0.00/ 0.00	2/11/2019	Edit	Delete



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Not Saving the Agenda Under the Overall Conference Session (Step 4)

Agenda

Each agenda item *must* include start time, end time, title and speakers' name(s).

Please choose one:

☒ Upload an electronic file: (doc, docx, odt, rtf, txt, wpd, wps, pdf, xls, xlsx, ppt, pptx)
View Current File



Upload a new file (this will **replace** the current file):

No file chosen

Agenda

Each agenda item *must* include start time, end time, title and speakers' name(s).

Please choose one:

☐ Upload an electronic file: (doc, docx, odt, rtf, txt, wpd, wps, pdf, xls, xlsx, ppt, pptx)
☒ Enter text:

Agenda

Each agenda item *must* include start time, end time, title and speakers' name(s).

Please choose one:

☒ Upload an electronic file: (doc, docx, odt, rtf, txt, wpd, wps, pdf, xls, xlsx, ppt, pptx)



agenda.docx

☐ Enter text:

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Contact Info & Resources

Resources:

–Activity Type Definitions:

<https://www.aafp.org/cme/creditsys/about/activity-types.html>

–Activity Worksheets:

<https://www.aafp.org/cme/creditsys/about/apply/worksheets.html>

–Coming Soon—Webcast version of today's webinar:

<https://www.aafp.org/cme/creditsys/about/tutorials.html>

Contact Us | cmecredit@aafp.org | 800-274-2237

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Photo found: <https://acanawarranty.com/before-you-buy-a-warranty-ask-these-3-questions/>



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