Step 1: Select “Live Activity.”

Step 2: Select the subcategory, “Regularly Scheduled Series.”

Step 3: Enter the estimated amount of times that this series will occur. Examples are below.
- Weekly = 52
- Monthly = 12
- Daily = 365

Note: This number is an estimate and can be updated without any additional fees if additional sessions are needed.

Step 4: Enter the title of the overall activity.

Step 5: Select the appropriate date range for your activity. Series applications can have a maximum term of one year.

Step 6: Enter the estimated number of credits requested for the entire activity (e.g. 52 sessions with 1 hour of credit for each session = 52 Prescribed credits).

Step 7: Select your preference (Steps 6-7 will vary depending on your selection).

Step 8: Check the box if you’d like to add t2p™.

Step 9: Continue to Step 2 of 9.
Note: This data is used by the AAFP and does not impact eligibility or the type of credit that’s awarded.

Step 10: Select the option that is applicable to your organization (your answer does not affect eligibility).

Step 11: Check the first box if you’re accredited with the AOA and offering AOA credit for this activity. Check the second box if you’re ACCME accredited and offering AMA PRA Category 1 credit for this activity. Check neither box if you are not accredited.

Step 12: Fill out all the information under “Activity Director.”

Step 13: Fill out all the information under “AAFP member participation” if applying for Prescribed credit.

Step 14: Select the option that is applicable to your activity. If selecting “yes,” be sure to list the name of the supporters.

Step 15: Continue to Step 3 of 9.
Step 16: Check all the boxes that apply for both questions listed.

Step 17: This section will only appear if you designated on Step 1 that you want your CME activity to appear on AAFP.org.

Step 18: Briefly describe the overall activity. (The statement of purpose is also referred to as the overview).
Step 19: Enter overall learning objectives that briefly describe, in bulleted format, the expected measurable outcomes of the activity as a whole.

Step 20: The “Activity Content” section is optional. This is an area to attach additional documentation for the reviewer to access during the review process.

Step 21: Enter the names of the identified or proposed faculty or presenters. CV’s and resumes are not necessary.

Step 22: List the audience group(s) that this activity is targeting.

Step 23: Upload a copy of the evaluation form or explain the method in which learners evaluate the overall activity.

Step 24: Continue to Step 4 of 9.
Step 4 of 9: Session Details

In Step 1: Activity Type, you indicated the following Live activity details:
- Live, Regularly Scheduled Conference (Series)
- Number of sessions: 5
- Number of credits (P/E): 5.00/0.00/0.00

Add/Edit Sessions

Instructions:
1. Click the “Add new session” link to create a new session of your series.
2. Complete the form for each individual session of your series.
3. Click the “Save as a New Session” button to save the session.
4. Repeat steps 1-3 for every occurrence of your series. (Example: Tuesday Grand Rounds series requires one session for every Tuesday of the year, or 52 sessions.)

Adding at least one session is required.
New sessions may be added throughout the certification period of the series.

Sessions entered: 1

<table>
<thead>
<tr>
<th>TITLE</th>
<th>CREDITS (P/E)</th>
<th>SESSION DATE</th>
<th>EDIT</th>
<th>DELETE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eye Injuries in the ER</td>
<td>1.00/0.00/0.00</td>
<td>11/8/2016 8:00 AM - 9:00 AM</td>
<td>Edit</td>
<td>Delete</td>
</tr>
</tbody>
</table>

Fill in the following information for each session separately, then click the “Save Session” button to save the session’s information. At least one session must be saved before clicking “Continue”.

Step 25: Update the session title to reflect the session specific title.

Step 26: Update the date, time, and the amount of credit for each session.
**Step 26:** Update the location information for each session.

**Note:** This information will pre-populate on any future sessions that are added.

<table>
<thead>
<tr>
<th>Location</th>
<th>Facility name: Leawood Hospital</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Street: 1234 Main Street</td>
</tr>
<tr>
<td></td>
<td>City: Leawood</td>
</tr>
<tr>
<td></td>
<td>State: Kansas</td>
</tr>
<tr>
<td></td>
<td>Zip code: 68211</td>
</tr>
<tr>
<td></td>
<td>Country: United States of America</td>
</tr>
</tbody>
</table>

**Step 26:** Update the session contact information.

<table>
<thead>
<tr>
<th>Session contact</th>
<th>Name: Jolene Sammons</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Email: <a href="mailto:janedoe@email.com">janedoe@email.com</a></td>
</tr>
<tr>
<td></td>
<td>Phone: XXX-XXXX-XXXX</td>
</tr>
<tr>
<td></td>
<td>Fax: XXX-XXXX-XXXX</td>
</tr>
<tr>
<td></td>
<td>Session’s web site: <a href="http://www.website.com">www.website.com</a></td>
</tr>
</tbody>
</table>

**Step 29:** Be sure to update the learning objectives so that they reflect the specific session.

- Review different eye exams available due to eye injury.
- Outline steps and procedures to follow when someone presents with an eye injury.

**Step 30:** Upload an agenda or list the start/end time for the session and the faculty/presenter.

- 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:

  8:00-9:00 a.m.
  Dr. John Doe, MD

**Step 31 & 32:** Check all the boxes that apply for both questions listed.

- Patient Safety – Defined as efforts to reduce risk, to address and reduce incidents and accidents that may negatively impact healthcare consumers.
- Safety – Broader than ‘Patient Safety’, this is defined as freedom from exposure to danger and protection from the occurrence or risk of injury or loss. It suggests optimal precautions in the workplace, on the street, in the home, etc., and includes personal safety as well as the safety of property.
Step 33: Be sure to click this button before clicking “Save and Exit Application” or “Finished Adding Sessions: Continue.” Your changes will not save if this button isn’t clicked first.

Step 34: Click this button after clicking “Save this Session.”
Application for Certification of CME Activity

Application Number: 72462

Next Steps—Finished Adding Sessions: Click the “Finished Adding Sessions: Continue” button to go to Step 5.

Next Steps—Add More Sessions: Click the “+Add New Session” button to add a new session.

Step 4 of 9: Session Details

In Step 1: Activity Type, you indicated the following Live activity details:
- Live, Regularly Scheduled Conference (Series)
- Number of sessions: 5
- Number of credits (P/E): 1.00/0.00/0.00

Add/Edit Sessions

Instructions:
1. Click the “Add new session” link to create a new session of your series.
2. Complete the form for each individual session of your series.
3. Click the “Save as a New Session” button to save the session.
4. Repeat steps 1-3 for every occurrence of your series (Example: Tuesday Grand Rounds series requires one session for every Tuesday of the year, or 52 sessions.)

Adding at least one session is required.
New sessions may be added throughout the certification period of the series.

Sessions entered: 1

<table>
<thead>
<tr>
<th>TITLE</th>
<th>CREDITS (P/E)</th>
<th>SESSION DATE</th>
<th>EDIT</th>
<th>DELETE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eye Injuries in the ER</td>
<td>1.00/0.00/0.00</td>
<td>11/9/2018 8:00 AM - 9:00 AM</td>
<td>Edit</td>
<td>Delete</td>
</tr>
</tbody>
</table>

[+ Add New Session]

Be sure that all of your sessions above are saved with the correct program information before continuing or exiting.

[Save And Exit Application] [Cancel Application]

[Finished Adding Sessions: Continue]

- These fields will be visible on safp.org.
Example of adding an additional session

Note: All sessions do not have to be added at the time the application is submitted. The reviewers just need one session entered in order to process the review. Additional sessions can be added at a later time. Instructions on how to do this are located at www.aafp.org/cmea/addsessions.

Follow the previously listed steps for 25-33 when adding a new session. The areas that are outlined in red will need to be updated.

The location information should pre-populate with the previously listed session information.
Be sure to click the “Save As a New Session” button before clicking “Save and Exit Application” or “Finished Adding Sessions: Continue.” Your changes will not save if this button isn’t clicked first.

Application for Certification of CME Activity

Next Steps—Finished Adding Sessions: Click the “ Finished Adding Sessions: Continue” button to go to Step 5.

Next Steps—Add More Sessions: Click the “+Add New Session” button and repeat steps 25-33.
Step 35: Check all the boxes that apply.

Step 36: Continue to Step 6 of 9.
Step 6 of 9: Contact Information for Use on www.aafp.org

AAFP-certified activities are displayed on www.aafp.org. By filling out this page, you agree that this activity — including the URL, contact information, and marketing description you entered on a previous step — will be viewable by AAFP members and other CME learners on www.aafp.org.

If you do not wish to display your activity on the AAFP website, please click here and check "Do not display this activity on www.aafp.org."

Required: Either a website URL or Contact Name plus Contact Phone/Contact Email.

Activity Website: www.website.com

Contact information

Learners will use this information to purchase or register for your activity. This contact information will be displayed to AAFP members and other CME learners on www.aafp.org.

Note: You will have an opportunity to return and update this information after your application is approved.

Contact Name: Jolene Sammons
Contact Phone: 888-888-8888
Contact Email: email@email.com
Contact Fax: 888-888-8888

Fill out the information outlined in red.

Note: Step 6 and 7 will look different depending on whether you chose to have your CME activity featured on AAFP.org.

This view will appear when you did select to have your activity appear on AAFP.org.

Step 37: Continue to Step 7 of 9.

Please see below for a preview of your activity’s listing on www.aafp.org. In order to edit your listing, you must return to previous steps on this application.

- Edit Step 1: Activity dates, credits, and title.
- Edit Step 2: Marketing description.
- Edit Step 4: Session/Issue/Location details.
- Edit Step 5: Contact information.

This is how your CME Activity will appear in the search results:

- Leawood Hospital Grand Rounds: Opioid Prescribing for Pain Management
  by American Academy of Family Physicians
  Wed 11/09/10 - Wed 11/09/10
  Leawood, KS
  In an emergency, there are two hours to assess, test, and stabilize a patient. Learn the latest treatment options, best practices, and evidence-based information. View →

- Leawood Hospital Grand Rounds: Eye Injuries in the ER
  by American Academy of Family Physicians
  Wed 11/09/18 - Wed 11/09/18
  Leawood, KS
  In an emergency, there are two hours to assess, test, and stabilize a patient. Learn the latest treatment options, best practices, and evidence-based information. View →

This is how your activity will appear on the detail page:

Leawood Hospital Grand Rounds: Opioid Prescribing for Pain Management
Leawood Hospital Grand Rounds: Eye Injuries in the ER

Step 7 will feature a preview of what your CME activity listing will look like on the AAFP website.
Step 38: Continue to Step 8.
Note: Step 6 and 7 will look different depending on whether you chose to have your CME activity featured on AAFP.org.

This view will appear when you did not select to have your activity appear on AAFP.org.
Application for Certification of CME Activity

Application Number: 72452

Step 39: Be sure to check both checkboxes and read the terms and conditions before agreeing.

Step 40: Enter any additional comments in the text box for the CME application.

Step 41: Continue to Step 9 of 9.
Step 42: Select the payment option that best suites you.

Note: Once the “Print and mail an invoice with payment” option has been selected and the “Continue” button has been pushed, you cannot change the payment option to “Pay now by credit card.” You would instead have to call the AAFP Credit System to apply a credit card payment at 800-274-2237.

Step 43: Click the continue button. This will take you to a confirmation page.