Step 1: Select “Blended Learning” as the activity type.

Step 2: Check the different formats that will be included in the blended learning activity.

Step 3: Enter the title of the overall activity.

Step 4: Select the appropriate date range for your activity. The date range should cover the learner’s involvement in all of the formats that were selected above.

Step 5: Enter the estimated number of credits requested for the entire activity.

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

Step 7: Check the box if you’d like to add t2p™.

Step 8: Continue to Step 2 of 9.
Step 9: Select the option that is applicable to your organization (your answer does not affect eligibility).

Step 10: 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 11: Fill out all the information under “Activity Director.”

Step 12: Fill out all the information under “AAFP member participation” if applying for Prescribed credit.

Step 13: Select the option that is applicable to your activity. If selecting “yes,” be sure to list the name of the supporters.

Step 14: Continue to Step 3 of 9.
Step 15: Check all the boxes that apply for both questions listed.

Step 16: This section will only appear if you designated on Step 1 that you want your CME activity to appear on AAFP.org.

Step 17: Briefly describe the overall activity. (The statement of purpose is also referred to as the overview).
Step 18: Enter overall learning objectives that briefly describe, in bulleted format, the expected measurable outcomes of the activity as a whole.

Step 19: The “Activity Content” section is optional. This is an area to attach additional documentation for the reviewer to access during the review.

Step 20: Enter or attach the names of the identified or proposed faculty or presenters. CV’s and resumes are not necessary.

Step 21: List the audience group(s) that this activity is targeting.

Step 22: Upload a copy of the evaluation form or explain the method in which learners evaluate the overall activity.

Step 23: Continue to Step 4 of 9.
Step 24: Click on “+Add New Live Component,” or whichever component you selected for your blended learning activity. The questions will be different for each component type.

The component options that are listed will vary depending on which components you selected on Step 1 of the application. You’ll have to add all of the components you selected before the application will allow you to continue to Step 5 of 9.
Step 25: Update the date and the amount of credit for this specific component.

Step 26: Update the session title to reflect the specific component, if necessary.

Step 27: Update the location information for this live component.

Step 28: Upload an agenda that includes session titles, start/end times, faculty, etc.

Step 29 & 30: Check all the boxes that apply for both questions listed.

Step 31: Be sure to click this button in order to save this component. The application will not let you move on to the next step until you save the component.
Step 32: Click on “+Add New Enduring Materials Component,” or whichever second component you selected for your blended learning activity.

You will have to add at least one of each component in order for the application to allow you to continue to Step 5 of 9.
Step 33: Update the amount of credit for this specific component.

Step 34: Update the session title to reflect the specific component, if necessary.

Step 35: Update the marketing description for this component, if you’d like the component to be featured on our website. What you type will appear in the Search Preview box below.

Step 36: Update the publication date for this component.

Step 37: Update the learning objectives for this component.

Step 38 & 39: Check all the boxes that apply for both questions listed.

Step 40: Be sure to click this button in order to save this component. The application will not let you move on to the next step until you save the component.
Step 41: The orange button titled “Finished Adding Components: Continue” will appear once at least one of each component is added to the application. Click this button to continue to Step 5 of 9 once all the components for this activity have been added.
Step 42: Step 5 will list any component that was selected on Step 1 of the application. The questions will vary depending on which component was selected.

You’ll have to complete all of the component’s methods and means before the application will allow you to continue to Step 6 of 9. Once a component’s information is complete then the circle next to the component will turn from gray to green.

Click on the component that you want to complete first.
Step 43: Check all the boxes that apply for the live component.

Step 44: Click the “Save Methods & Means” button to add the next component.
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Step 45: The gray circle next to the live component has changed to green, because the live methods and means information has been completed.

Click on the next component to add its methods and means information.
Step 46: Enter the URL information if it's applicable for the enduring material component. (This option will only appear if certain options were checked above.

Step 47: Enter information describing how the credit amount was determined for the enduring material component.

Step 48: Enter information describing how learner participation will be verified.

Step 49: Select the advertising answer that applies to this enduring material component.

Step 50: Check all the boxes that apply for the enduring material component.

Step 51: Enter the URL information if it’s applicable for the enduring material component. (This option will only appear if certain options were checked above.

Step 52: Click the “Save Methods & Means” button.
Step 53: Once all of the component’s methods and means are completed then each gray circle next to the component will turn green. The orange “Continue” button will appear at this point. Click on the button to proceed to Step 6 of 9.
Step 54: Fill out the information outlined in red.

Step 55: Continue to Step 7 of 9.
Step 7 will feature a preview of what your CME activity listing will look like on the AAFP website.

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

- Blended Learning Activity on Women's Health
- Credit available 11/07/18
- Self-Study

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

- Blended Learning Activity on Women's Health
- by American Academy of Family Physicians
- 20.00
- Self-Study:
- for up to 30.00 Prescribed credits

Contact Info:
- Name: Jane Doe
- Phone: 7035647067
- Email: jane.doe@gmail.com

56  Continue

Step 56: Continue to Step 8 of 9.
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.

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

Because you selected "Do not display on www.aafp.org" during step 1, this step is not required.

Step 55: 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. Because you selected "Do not display on www.aafp.org" during step 1, this step is not required.

Step 56: Continue to Step 8 of 9.
Step 57: Be sure to check both checkboxes and read the terms and conditions before agreeing.

Step 58: Enter any additional comments in the text box for the CME application reviewer.

Step 59: Continue to Step 9 of 9.
Step 60: 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.