



## 2021 Satellite CME Events CME Application Process

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To host a satellite symposium, all CME providers are required to submit a credit application through the AAFP Credit System. The application process is online, and you may submit your application via the [CME Provider Dashboard](#). All Satellite CME Symposiums must be approved for AAFP Prescribed credit prior to the begin date of the satellite. To be eligible for Prescribed credit, a family physician who is an AAFP active or life member must have direct involvement in either the development or review of activity content to ensure it is directly related to patient care and relevant to the scope of family medicine.

To obtain approval prior to the activity, it is necessary to allow for up to 20 business days from the date the credit application is paid for to receive a credit determination. You will want to plan your timeline accordingly. Once the application has been paid for, you may use the [pending credit statement](#) on all activity materials prior to receiving approval. Rush options are available for [additional fees](#).

When submitting an application, please have the following information readily available:

- 1) AAFP ID number for the AAFP active or life member involved in the activity
- 2) Methods used to determine the need for this CME activity
- 3) Core competencies that the activity was designed to help learners improve
- 4) Session specific learning objectives of what learners can expect to know or do after the activity
- 5) Primary audience
- 6) Method used to evaluate the learners desired outcome level
- 7) Hour-for-hour agenda (including breaks, adjournment time, faculty name by topic)
- 8) Primary method(s) of learner engagement

Once a satellite is approved, you will receive a credit determination letter via email indicating the precise number of Prescribed credits that were awarded. If you wish to advertise the approved activity, you must use the credit statement exactly as it is published in the official credit determination letter.

Approval for AAFP credit does not confer or imply authorization to use the AAFP seal or logo on CME course materials. You may not indicate “in conjunction with,” “in cooperation with,” “jointly sponsored/provided by” or use the AAFP’s name in any association with the activity other than the credit statement. CME providers do have the option to use the [AAFP CME credit seal](#) once AAFP Prescribed credit is awarded to the satellite. In addition, Satellite CME Symposiums must print the following statement on the covers of promotional materials, the course syllabus, and on the front of all printed materials: **This event is not a part of the official AAFP FMX.**

Please contact Leslie Christy at [lchristy@aafp.org](mailto:lchristy@aafp.org) or further questions on the AAFP CME credit application process.