Claiming CME Credits as a Physician Associate (PA)

- 1. Sign in to your online record at the NCCPA website using the link provided: https://portal.nccpa.net/signin
- 2. Click on "CME" in the left-hand menu bar
- 3. Click on the tab "Log New CME"
- 4. Select "Performance Improvement (PI)"
- 5. Click on "Continue"
- 6. Select the date the provider lists on documentation as the date the activity began in the "Activity Start Date" field
- 7. Select the date the provider lists on documentation using the date the activity ended in the "Activity End Date" field (entering a date in this field is optional)
- 8. Begin typing the name of the activity in the "Approved Activity" section and then select the correct title from the drop-down list
- 9. If applicable, select the specialty or CAQ.
 - a. Note: if NCCPA has already designated a specialty, you will only be able to select a CAQ. (multiple specialties or CAQs can be selected)
- 10. Enter the number of credits in the "Credits" field
- 11. If applicable, upload a file
- 12. Check the box certifying that the information you have entered is true and correct
- 13. Click on "Save"
- 14. Select one of the following: (1) Save and Return to CME Details (2) Save and Add Another for the Same Provider (3) Save and Add Another for a Different CME Type

Â	NCCCPA Certification	
	Sign In	
Select	Role	
Phys	ician Assistants	~
User IC	o or NCCPA ID	
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Pass	word	Show
	SIGN IN	
	First Time? <u>Register</u>	
	Forgot user id or password?	

Information from: https://www.nccpa.net/wp-content/uploads/2020/09/Continuing-Medical-Education-Logging-Instructions.pdf