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