

ABSTRACT (credit designation) HIGH-LEVEL PROCESS

1. Set up a meeting with accreditation services. Submit completed abstract & draft versions of the attachments a minimum of 30 days **PRIOR** to activity launch date. Even if you have done activities several times in the past, talking with accreditation services will guide you on next steps specific to your activity, depending on format, funding, etc. *if you want to market your activity build in extra time when submitting abstract for approval. Activity **CANNOT** be marketed for CME without abstract approval and proper statements.

Go to: www.aap.org/en/learning/accreditation-service

10. Respond to annual reporting data request. If you wish to complete this process prior to December, reach out to accreditation services at accreditation@aap.org (enduring material activity - annual data will be requested for the 3 years the activity is valid for credit).

2. If your activity is receiving financial support (commercial, in-kind, grant support, etc) you will need to ensure the applicable paperwork is completed **BEFORE** activity launch (ie LOA's, NOA's, budget Information).

Direct provider activity managers reach out to Department of Development for next steps.

*Logos may **NEVER** be used to acknowledge support.

9. Submit remaining required post activity materials to accreditation services (participant information/final budget/evaluation data summary and MOC/Nursing (other credit types) data if applicable, within 30 days of activity end date.

Send to: accreditation@aap.org

8. Direct providers - Submit participant list within 48hrs after activity ending (include AAP IDs).

- Submit MOC data within 15 days of activity ending.
- If enduring material activity, submit data monthly.

Send to: accreditation@aap.org

3. **Direct Providers**-Work with your Superuser (SU) to create a Disclosure bucket for your specific activity - follow Planstone process. It is the activity managers responsibility to work with their SU to complete this process. Once all have disclosed submit audit report (PDF) to your Accreditation staff member. **Accreditation will work directly with Dr Haftel for review/mitigation of financial relationships reported.** All involved with activity must disclose, have disclosure reviewed/mitigated prior to activity launch.

***Disclosures are **ONLY** valid for 1 year from the date completed.

7. Activity Manager will launch the activity
*All participants must have been provided with the CME verification requirements prior to starting activity * Copy accreditation staff when applicable.

4. Upon receipt of approval notice, perform all required action items and submit all required documents **PRIOR** to activity launch, to ensure all items in place and compliant prior to launch.

6. Accreditation services will reach out to the activity manager 5-10 days prior to launch to ensure all documents are in order (disclosure, slides, eval tools, MOC info, final cme verification docs etc.), and provide a "final approval" to launch.

5. **Online Enduring Activities:** upon completion of all action items on the approval notice, provide access to the online activity to accreditation services, this will ensure all items are in order and compliant before launch of activity.