ACCREDITATION WEBSITE

www.aap.org/en/learning/accreditation-services

ABSTRACT SUBMISSION PORTAL

Https://aap-education.smapply.org

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 speciific 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).

Joint provider activity managers reach out to Accreditation Services 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

3. **DISCLOSURE**: Joint Providers utilize the 2022 version of the disclosure form & COI Form.

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.*

8. Submit participant list within 15 days of 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

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.

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.

6. Accreditation services will reach out to the activity manager 5-10 days prior to lauch 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 .

June 2024