Using the Online Abstract System

Any activity that offers credit must submit an online abstract form through Accreditation Services' online abstract system, SMApply.

Follow the instructions below to ensure that your abstract application is successfully submitted for review.

If you do not have an SMApply account, you must first register before entering your abstract application information. Go to https://aap-education.smapply.org and select Register.
Enter your first name, last name, email address, create a password, and select **CREATE ACCOUNT**.

If you already have an SMApply account, select **Log In**. *Note – the SSO (Single Sign On) feature currently does not work with this abstract system.*
Once you are logged in to your account, select **Programs** at the top of the page.
Next select MORE under AAP CME Application.
Then select **APPLY**.
Name your application.

While the system limits the name of your application to 75 characters, you can enter the full activity name in the application page.
Select Application Form.
Required documents to submit abstract:

- Agenda or activity outline
  - Required for accreditation to determine credit hours
    - Credits are determined in 15-minute increments of content.
      - 1 hour of content = 1 AMA credit hour
      - Content hours are rounded down, example – 55 minutes of content = 0.75 AMA credit hour (45 minutes)
- Roster of planners/staff
  - Activity planners and staff should already be identified at this point. Faculty is not required to be confirmed when initially submitting abstract.
- Gaps/Needs

Best Practices and Guidelines for completing your abstract

- **All required questions must be answered**: do not enter “TBD” or “NA.” Abstracts using “TBD” will be returned without being reviewed.
- You may download a PDF copy of the application before you submit it in SMApply to review the questions ahead of time.
- Be sure to select the correct providership selection based on what group you are submitting from:
  
  **This activity is**
  
  - Direct Provided (AAP National Itasca or DC)
  - Direct Provided (AAP Department of Education)
  - Joint Provided (AAP Chapters, ABP, other non-profits)
- EDI questions cannot have answers such as TBD or NA. They must have actual responses.
- Ensure you consider the 30-day deadline for abstract submission. The online abstract system does allow for submission of abstracts under the 30-day deadline. Accreditation will do its best to provide approval, however it is not guaranteed. If you need to market your activity, submit it with additional lead time to obtain accreditation marketing statements.
- **Activities CANNOT use credit statements without approval.**
Additional abstract information

- Abstract Status
- Collaborators

Working on this abstract with a colleague? Feel free to add them as a collaborator. Collaborators are assigned by you, with permissions to view and edit or just view the specific abstract that is shared with them. Collaborators cannot submit abstracts. The owner of the activity is the only one that can submit an abstract.
Enter **Collaborators** in this box and select **SEND INVITE**, you can also include a message to the collaborator telling them what they are being requested to do.
More **Status** information:

- **Sample Abstract**
  - Status: Submitted - Under Review
  - Submitted

- **Sample Abstract 2 Asthma**
  - Status: In Progress - Not Submitted
  - In Progress

**NOTE:** My Applications Page will provide the Status of each of your applications/abstracts.

Abstract #131 has been submitted and Accreditation Services is reviewing.

Abstract #132 is In Progress, which means that it has NOT been submitted.

To view In Progress-Not Submitted abstracts click on the Continue button.
Once your abstract is completed, select **MARK AS COMPLETE**.

**YOU ARE NOT DONE YET!**
Select **SUBMIT** to officially submit your abstract submission to Accreditation Services.
SUBMIT (continued):

Click SUBMIT for Abstract to go through to Accreditation Services.
Once submitted, you will see this confirmation page:
You will receive an email from AAP Accreditation Services <noreply@mail.smapply.net>

The email will provide you with an activity ID – see sample below. Accreditation Services will refer to your activity by this ID in our communications to you. The below ID is highlighted in yellow, Activity ID #131.

Activity ID will be the last 3 numbers of the abstract #, the email shows the ID followed by your Activity Title for easier reference.

The email shows the ID followed by your Activity Title for easier reference.
The Accreditation Services team member assigned to your activity will be notified by email regarding your submission, so that we can start our review. Below is an example of what we receive.

At this point, Accreditation Services will review/approve/communicate about your abstract application in SMApply. If you need to make changes to your abstract once it has been submitted (for example, date change, content hours, contact your Accreditation Services member working with you. You may upload additional required documents to your abstract once it has been approved.

If you have questions, feel free to send an email to accreditation@aap.org or set up a meeting with Virginia Roldan vroldan@aap.org & Amanda Mirus amirus@aap.org.

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