

Activity Application Checklist

In support of improving patient care, the American Psychiatric Association (APA) is jointly accredited by the Accreditation Council for Continuing Medical Education (ACCME), the Accreditation Council for Pharmacy Education (ACPE), and the American Nurses Credentialing Center (ANCC), to provide continuing education for the healthcare team.

One of the privileges of Joint Accreditation (JA) is the ability to partner with nonaccredited organizations to jointly provide *AMA PRA Category 1 Credit™* for quality continuing medical education (CME) activities. The APA will jointly provide CME for APA District Branches (DBs), affiliated groups, and external organizations.

To stay compliant with ACCME and JA standards, the APA requires all Joint Providers to submit a [CME activity application](#) with the following information:

Activity Type (Live, Enduring, Blended, etc.)

Activity Start Date and End Date

Of Credit Hours

Funding Information (if applicable)

Note: APA does not accredit activities that receive funding from ineligible companies

Planners and Faculty information

First Name:

Last Name:

Email:

Title & Affiliation/ Employer

Role

Activity Description

Learning objectives ([click here for guidelines](#))

Practice Gaps

Learners Needs

Learning Format (in-person or webinar w/ Q&A; break out groups, etc.)

Peer-reviewed references published in the last 5 years

Final Agenda

Activity Website URL

Attachments

Promotional materials (emails, flyers, etc.)

Onsite materials (website, program book, brochure, etc.)

Final Agenda

Content reviewer form, if applicable (*APA Division of Education staff will notify you if needed*)

Presentation, if applicable (*APA Division of Education staff will notify you if needed*)