



Self-Assessment Requests: Tips for a Successful Application

Tips for Developing a High Quality, High Demand Self-Assessment

- Select a topic related to an important area of clinical knowledge or practice, preferably an area not well covered by others. Avoid a narrow or over specialized focus.
- Consider pilot testing your questions with a sample of learners.
- Refer faculty members to the question writing guidance within [AAPA's Self-Assessment Design Guide for Live CME Activities \(PDF\)](#).
- Identify faculty with experience developing multiple-choice questions. PA educators are often a valuable resource.
- Urge faculty members to 1) develop an outline of the topic, 2) develop at least 1 multiple choice question for each major heading, 3) develop the rationale and 4) provide at least 1 reference for additional study.

Tips for a Successful Application

- **Be sure to include the full text of the questions, response options, and rationale for correct answers** in your application. For live activities, this information should be in the presentation slides, which should be uploaded to your application from the *Supporting Documents* page of your application. For enduring activities, save the information in PDF format.
- **For live self-assessment activities, your application must include a completed Self-Assessment Title Worksheet** with your application. We will not begin reviewing your application without it. The SA Title Worksheet serves as an index for the reviewer of file names associated with activity components, and helps us communicate with the NCCPA. Please take care to specify the correct, full name of each session title and the precise file name of any documents you supply associated with it.
- **Include any additional material that you think will assist in the review.** To do so, enter a descriptive name for the document in the blank box on the Supporting Documents page, choose the file and click Upload.

Understand that NCCPA weighting of self-assessment activities occurs only *after* a PA logs the credit with NCCPA. The NCCPA is now applying an additional 50 percent weighting for all activities approved for AAPA Category 1 Self-Assessment CME credit. *The NCCPA itself applies the weighting after a PA logs the credit.* Therefore, apply for credits as usual (for live self-assessments, one hour of education corresponds to one credit). When you distribute CME certificates, these should display the number of credits that AAPA approved. Advise PAs

to log the number of credits shown on their certificate with the NCCPA. The NCCPA will then apply the additional weighting for that activity within the PA's record.