

Thank you for your interest in regaining your NCCPA certification.

NCCPA offers two options for regaining certification. You may choose to regain via:

- A. **The initial certification exam (PANCE).** If you choose this option, there are no CME requirements, just sign in to your online record to apply.
- B. **The recertification exam (PANRE).** If you choose this option, you will need 300 CME hours (150 Category I) earned in the past 6 years prior to your exam application date. Also, at least 100 of the CME hours (50 Category I) must have been earned within the last 2 years prior to your exam application date.

Once you have decided to regain your certification, you will just need to follow the steps below to begin the process:

1. Sign in to your online record at www.nccpa.net to apply for the exam.
2. Pay the exam application fee.
3. To review your CME history and determine your CME requirements, sign in to your online record and click on “CME” in the left-hand toolbar, then select “CME History”.
4. Submit CME for regaining on the logging form provided (if required).
5. After you have met all application requirements to take the exam you have chosen, you will receive an exam acknowledgement by e-mail that will give you the information needed to schedule your exam.

If you apply to take the PANRE, you will have 60 days to meet the CME requirements. If you have not met the CME requirements within 60 days of your application date, your application will be withdrawn and your application fee will be refunded. CME hours *will not* be reviewed until an exam application and fee have been received. **CME, including all documentation for Category I activities, should be submitted to NCCPA on the regaining logging form after you have applied for the PANRE.**

For additional information regarding regaining NCCPA certification, you may contact us at cme@nccpa.net.

CME Logging for Regaining Certification

Your CME hours will not be reviewed and processed until you have applied for a recertification exam.

Name: _____ PA Identification #: _____

Address: _____ Home Phone: (____) ____-____

_____ Work Phone: (____) ____-____, ext. _____

City, State, Zip: _____ E-mail: _____

I certify that the information provided here is true and correct. Please submit to NCCPA with this form acceptable supporting documentation for each Category I activity listed below, and in the event of an audit, hours which were submitted on this paper form with appropriate supporting documentation will not be subject to additional verification.

Signature: _____ **Date:** _____

Category I (Preapproved)

Date(s) MM/DD/YY	Program Title/Activity	Provider	Sponsor (AAPA, AAFP, AOA or AMA)	# of Hrs.	A/D
					For office use only.
					For office use only.
					For office use only.
					For office use only.
					For office use only.
					For office use only.
					For office use only.
					For office use only.

Category II (Elective)

Date(s) MM/DD/YY	Program Title/Activity	# of Hrs.	A/D
			For office use only.
			For office use only.
			For office use only.
			For office use only.
			For office use only.

Date: _____
Initials: _____

	Cat I	Cat II	TOTAL
Total			
Dsp			

CME Logging for Regaining Certification

To be eligible to attempt to regain certification via PANRE, you must log 300 hours of CME earned during the six-year period ending on the day you submit your application and payment. Of the 300 hours, 100 of those have to be earned during the last two years leading up to the submission of the application and payment.

At least 150 of the 300 required CME hours must be Category I with 50 of them being earned within the last two years from the submission of the application and payment. Physician Assistants with an expired certification cannot log CME online and will be required to submit any additional required CME to NCCPA on this CME Logging for Regaining Form.

The exact makeup of CME required is as follows:

A total of 300 CME hours earned in the last 6 years that includes:

1. at least 100 of the total 300 CME hours earned in the last 2 years and
2. at least 150 of the total 300 CME hours must be Category I.

Exception: If you have been certified *less than six years*, call NCCPA at 678.417.8100 for the number and type of CME hours needed.

Instructions for Completing the CME Logging for Regaining Certification Form

1. Provide your name, address and other information requested at the top of the form.
2. Make copies of this form as needed.
3. Log Category I (Preapproved) hours in the first table and Category II (Elective) hours in the second table. *See definitions of terms at right.*
4. To complete the Category I table:
Column 1: List the date(s) of each program or activity, which should be recorded in **chronological order**. If the item encompasses several days or months, base its placement on the **start date** of the activity.
Column 2: List the name of the CME program or activity.
Column 3: List the name of the provider (who conducted the conference or seminar) for each activity.
Column 4: List the organization that sponsored each Category I activity. *See list of sponsors under Category I (Preapproved) CME at right.*
Column 5: List the number of hours earned.
Column 6: Do NOT write in this column. It is for office use only.
5. To complete the Category II table, follow the same general instructions listed in #4 (column 1, 2 and 5).
6. Number the pages and provide the total page count where indicated at the bottom of the form.

7. Sign and date each page.
8. Attach copies of supporting documentation for Category I hours.

Definition of Terms

Category I (Preapproved) CME

NCCPA accepts for Category I credit programs that are approved for a specific number of hours for Category I credit by the American Academy of Physician Assistants (AAPA), Prescribed credit by the American Academy of Family Physicians (AAFP), Category I credit by the American Osteopathic Association (AOA) or the American Medical Association (AMA) (activities sponsored by providers accredited by the ACCME).

Category II (Elective) CME

Category II encompasses the following:

1. Any practice-related program that is not eligible for Category I credit.
2. Any practice-related, voluntary, self-learning activity (i.e., journal reading, precepting).
3. Any practice-related postgraduate course, excluding courses taken in an actual PA program.

Category II hours are logged on an hour-per-hour basis. There is no minimum requirement for Category II hours.