



## Frequently Asked Questions Electronic Continuing Education For AAFCP Members

### There are many types of Continuing Education available

Some continuing education contact hours are specifically sponsored by AAFCP, for instance, Webinars, Annual Meeting presentations, and our newest series on The Best Practices of Follow Up.

### How can I access already approved Academy Continuing Education to receive credit?

1. Go to the Member Portal and click on Training Zone.
2. Scroll down and click on Training Catalogue to search in which course you would like to enroll.
3. Complete the 3 assignments, which are:
  - listen to the recording
  - document your 3 points of learning
  - evaluate the presentation
4. Once you have done this, you will receive a certificate of completion that you can save on your computer.
5. The presentation, contact hour and the date completed will also be tracked and visible under your Education Activities, under the Education tab.
6. When you proceed to become certified or renew certification, the CE Chair will verify your CE activities.

### If I begin an enrolled class and am not able to complete it, will I be able to come back to it at a later time?

1. Yes!
2. Login to the Member Portal.
3. Click on the Online Training tab.
4. Click on the Enrolled Course you began and would like to complete.

### What is Independent Continuing Education?

- Independent Continuing Education is continuing education not automatically approved by the AAFCP, and needs to be reviewed before credit is given. It usually requires additional documents to be submitted as proof of attendance or certificates of completion.
- This type of continuing education can be: staff meetings where a CrMS and/or NaProTECHNOLOGY case is presented, reading *The Medical and Surgical Practice of NaProTECHNOLOGY* textbook, auditing or conducting an EPI or EPII, or attending or presenting at a conference or workshop.

## How do I submit this Independent Continuing Education for consideration of AAFCP Continuing Education credit? \* Do these items first before adding a new Education Activity.

1. \*Login to the Member Portal.
2. \*Scroll down. In Bookmarked Workspaces click on Continuing Education Files.
3. \*Click on Files then the blue Continuing Education Reporting Form, which will download onto your computer.
4. \*It is a 2-page fillable form with details as to what is required to submit to have your continuing education considered.
5. \*Save this completed form onto your computer.
6. \* Have any certificate or proof of attendance saved onto your computer.
7. Return to the Member Portal, click on the Education tab, click on Education Activities, and click on Add New Activity.
8. Click on the green Select button that corresponds with your continuing education activity, indicate the completion date, and upload your supporting documents.
9. Once you upload the particular forms needed, the contact hours will be pending. The CE Chair will approve these contact hours if they meet the criteria.
10. If the contact hours are approved, it will be listed under the Education tab then Education Activities, where your contact hours are tracked.
11. When you proceed to become certified or renew certification, the CE Chair will verify your CE activities.

## How will I receive credit from Live Webinars and Live attendance at the Annual Meeting?

This will automatically appear under the Education tab under Education Activities and will be tracked for you! You will also receive a certificate of attendance.

## If I am not a member of the AAFCP, how will I be able to submit Continuing Education?

1. If you are not a current member of the AAFCP and would like credit for continuing education contact hours, download from the website, the Continuing Education Reporting Form for Non-Members, complete it and submit it as well as any supplemental documents by email to [continuinged@aaafcp.net](mailto:continuinged@aaafcp.net) for consideration.
2. Seriously consider becoming a member to access the benefits of lower costs for Annual Meeting talks and the convenience of tracking your continuing education contact hours.