

Requirements for Prior CEU Approval

The American Academy of Professional Coders (AAPC) grants prior approval for continuing education programs based on the relevance of the program content to the medical coding, reimbursement, compliance, and billing profession.

The medical coding profession requires continual education to stay current with medical coding updates, compliance rules, and government regulations. AAPC supports its members to maintain a distinctive edge in their medical coding career by providing multiple opportunities for certified coders to attain their required Continuing Education Units (CEUs) and by also providing medical coding education and certification for non-certified coders. The benefits of granting prior approval are:

1. Application materials have been reviewed by AAPC for worthy educational content and will be recognized by coding professionals
2. If application fee has been paid, your products and events will be included on the AAPC Web site under your company heading and marketed to over 84,000 coding professionals.

Requirements for Prior Approval

1. Application Fees:

- A yearly Vendor Registration Fee (VRF) of \$360 is required for all “for-profit” organizations and will be due with the first application of each new year. The registration fee will be good for the calendar year, January through December. Paid VRF WILL include the first CEU approval authorization of the year up to \$150 (1-8 CEUs). The application fee will be assessed on the second and subsequent requests. For-profit tax Identification number is requested.
- A yearly VRF is not required for “non-profit” organizations. The application fee will apply for all regular applications. Nonprofit tax Identification number is requested.
- A complete application must be received 21 to 30 days prior to your promotion date. Incomplete applications received 21 days, or less, prior to the marketing or event deadline will be charged a \$50.00 late submission fee. Once the application is made complete it will be placed into a two week review cycle. If the marketing or event date is within the two week review cycle, a \$50.00 fee will be charged to fast track the application.

2. Acceptable Content:

- Only program content applicable to the coding profession with current year information is eligible for CEUs.
- Registrations, welcomes, introductions, and other non-educational activities such as breaks, lunches, and networking lunches are not eligible for CEUs. Time spent taking quizzes or final exams is not eligible for CEUs

3. Complete Application Includes:

- Prior approval is requested by submitting the appropriate AAPC application form for the media you are using.
- A complete application must be received at least 21–30 days prior to your promotion deadline or first event date.
- AAPC does not backdate approvals for programs that have already been held.
- Application fee schedules are on page 1 of each media specific application form. All submissions are requested to provide their tax identification number.
- AAPC guidelines for CEU approval for the specific media you are using are included on each application form. All questions must be answered completely.
- **All required documents, copies of tests, and payment must be submitted with the application Applications with checks must be mailed.**
- **Incomplete applications** will either be returned to the vendor or held in an incomplete file until all information has been received. The review cycle does not begin until the application is made complete.
- **An approved title cannot be changed.** Submit the exact title as it will appear in all marketing materials.
- Provide the names of all presenters, along with their current credential, professional licenses or other acceptable proof of expertise in the subject matter.

4. CEU Approval Includes the following:

- A unique index number, with a specific CEU value, assigned to each approval.
- Approval documents including a letter of approval, a PDF certificate with the unique index number and assigned CEU value, and an evaluation form will be emailed to the applicant. If payment was provided a paid invoice will also be emailed. Multi-specialty conferences with breakout sessions may be issued a CEU Code Card rather than a PDF certificate.
- An approval is valid for a 12-month period, beginning with the date of the approval, allowing the approved program to be presented an unlimited number of times at any location, as long as registration for current year is paid.
- The online pre-approved vendor list contains the names of products except those provided as in-service education or by instructors at post secondary schools. A product remains on the online list for 12 months following its approval, and then is removed.
- There is an exception to the above two bullets. PMCC approvals expire with the PMCC license.
- **All approvals solely belong to and are assigned to the requesting organization.**
- To reapply for an expired product, submit again all information as detailed in number three.

5. Reevaluation:

- A reevaluation may be requested at a cost of \$50.00 (nonrefundable) if an application is denied or the program is awarded a lesser amount of CEUs than requested.
- The reevaluation request, along with any additional information, must be made within 30 days of receiving denial or approval from AAPC.
- If an application is denied for a second time, resubmission will not be accepted for one year.

6. AAPC Approved Certificate/CEU Code Card:

- You must distribute a copy of the original PDF certificate of approval or a copy of the CEU Code Card for attendees provided to you by the AAPC. These are the only documents the AAPC will accept if a member is selected for verification. Exceptions include the name of the participant, the date of the event, and the index or catalog number(s) if these items are not printed on the certificate/code card in advance. You may print session numbers or titles on the CEU Code Card. Please do not alter these documents in any other way.

It is acceptable for you to make a personalized certificate for your events. However it is not permissible to use the approved index number, CEU value, the AAPC CEU Approved Logo, or the statement: "This program has the prior approval of the American Academy of Professional Coders (AAPC) for _____ continuing education hours. Granting of prior approval in no way constitutes endorsement by AAPC of the program content or the program sponsor."

7. You may not state that CEU approval has been submitted to, or is pending from, the AAPC.
8. Company organization must be in good standing with the Better Business Bureau.
9. The AAPC is a private company and reserves the right to refuse any vendor, for any reason, in which case all fees will be refunded minus a \$50.00 processing fee.
10. For online promotion of your program (including the use of AAPC approved logos and links), refer to www.aapc.com/vendor-resources/.
11. The following statement must be used in marketing brochures and other advertisements to indicate AAPC approval of the educational program. The following statement must always accompany the CEU Approved Logo. See Asterisk *.

*This program has the prior approval of the American Academy of Professional Coders (AAPC) for _____ continuing education hours. Granting of prior approval in no way constitutes endorsement by AAPC of the program content or the program sponsor.

The AAPC will allow the vendor the ability to use the AAPC CEU Approved Logo for purposes of promoting approved coding products. The vendor can use the CPC® , CPC-H® , CPC-P® , CIRCC® , or CPMA™ in the body of marketing materials but are not permitted to use the CPC® , CPC-H® , CPC-P® , CIRCC® , or CPMA™ in the title or headline of marketing materials.

12. If an application has received prior approval and any of the following are found to be true, AAPC vendor status will be revoked without refund of any fees for violation of these policies.
- Misrepresentation, by the sponsoring organization or presenter, of programs, credentials, or intent
 - False or misleading information by the sponsoring organization or presenter
 - False claims of the AAPC endorsement or unauthorized logo use by the sponsoring organization or presenter
 - Discrimination, by the sponsoring organization or presenter, against race, creed, religion and/or gender
 - Representation, by the sponsoring organization or presenter, of the AAPC and/or members in a negative manner
 - Negative or adversary comments or representation of payers or providers by the sponsoring organization or presenter
 - Foul or vulgar language will not be tolerated and visual aids shall be free of inappropriate content or pictures per subject matter
 - Sharing or transferring an approved CEU for distribution by or through another entity
 - AAPC approval is for the educational value of your product. Using the approved time to promote products, services, or software is unacceptable.
13. For a complete guide to the 2010 CEU Vendor Policy please go to www.aapc.com/vendor-resources/.



Application for Prior CEU Approval—Business Page

For office use only:
Date received: _____
First event date: _____
Date approved: _____

Select one:

- New Vendor
 Existing Vendor
 Renewal Application

Select the type of application you are applying under:

- Regular Application—Application with payment.
 In-service Application—Employee to employee training. Monies not to be exchanged on any level of participation
 Instructor Application—Instructor at a post secondary school only. CEUs awarded are for the instructor only.
 Marketing Contract
 PMCC—Current license **owned** by the sponsoring organization

1. Sponsoring organization: _____ Web site: _____
 Address: _____
 City: _____ State: _____ Zip code: _____
 Work phone: _____ Fax: _____ Email: _____
2. Contact person at your organization for this program/product:
 Name and title: _____
 Work phone: _____ Fax: _____ Email: _____
3. **An approved title cannot be changed:** Title of program/product as it will appear in all marketing materials: _____

4. Presenter/Instructor name and title including credentials: _____

Presenters without a credential, (e.g., CPC®, CPC-H®, CPC-P®, RN, MD, CCS-P, JD) or professional license relevant to the subject matter must provide a resume for consideration of CEUs. Credentials with an apprentice status will not be approved as a presenter/instructor. If the presenter/instructor is a CPC-A® please refer to <http://www.aapc.com/certification/index.aspx> for guidelines on how to remove the apprentice status.

In-service, Instructor at post secondary school, Marketing Contract, or PMCC applications please provide your company Tax ID number, acknowledge the open box statement (above signature line), sign the application, and proceed to the second page. (Late fees and fast track fees may apply, see asterisks.)

Regular applications please complete the payment information below.

Application Fee (Per individual application)

\$150 1–8 CEUs	\$50 Reevaluation fee
\$300 9–16 CEUs	\$50 *Nonrefundable fee
\$450 17–24 CEUs	\$50 **Late fee or Fast Track request
\$600 25–32 CEUs	
\$750 33–40 CEUs	

Vendor Registration Fee (VRF)

For Profit: Tax ID # requested: _____
 VRF: \$360 due with the first paid application of the new calendar year, January–December
 This includes the first application fee of \$150 for up to 8 CEUs
Non profit: Tax ID # required: _____
 VRF is not required

* A \$50 nonrefundable processing fee will be charged if CEU approval is denied or application is withdrawn.

** Late fee applies to applications received less than 21–30 days prior to marketing deadlines or first event date. Fast track fee is for a requested rush approval. (All types of application submissions may be subject to these fees.)

Payment Information:

- Company check or money order enclosed payable to the American Academy of Professional Coders (no cash)
 MasterCard
 Discover
 American Express

Credit card number: _____ Expiration date: ___/____ (mm/yyyy) Amount \$ _____

Authorized signature: (Check the blue box below or sign) _____

Print card holder's name **exactly** as it appears on the card: _____

Print **exact** credit card billing address: _____

I certify these statements are true, realizing any false statements may cause denial/revocation of CEU credit or probation of vendor status. I certify that I will provide CPC® credentialed holders with quality programs in which they can receive CEUs. I will provide qualified personnel to facilitate and present each event. I certify that content and instructional methods are appropriate in meeting the timely need of the sponsoring organization.

Signature and title: _____ Date: _____

(Check the blue box above or sign)

Instructions for submitting your completed application is on the last page of the application form.



Live or Recorded Live Application and Policies for Prior CEU Approval

Education is the fundamental element of CEUs

Complete all questions. Incomplete applications will be returned to the vendor for resubmission or held in an incomplete file until all information is received. The review cycle begins when the application is complete

Live or Recorded events including Seminars, Workshops, Audios, Teleconferences, Live Web-based Trainings, Courses, and Post Secondary School Courses, are considered “Timed Sessions.”

Timed sessions will receive one CEU per hour of training with a maximum of 40 hours. In addition, the AAPC allows for limited CEUs for testing as a supplement to curriculum for live and recorded events. With the exception of post secondary school courses, live presentations may opt for supplemental CEUs, using pre- or post-tests. These supplemental test questions require information-rich rationales. One CEU is earned for each 10 test questions, up to 3 CEUs. Supplemental CEUs cannot total more than the CEU value of the live event and no more than 3 supplemental CEUs can be associated with any single live event.

Recorded products require a test to verify attendance. These tests essentially activate the CEUs from the recorded event, and do not require rationales. Each recorded event CEU requires 10 questions, up to 3 CEUs. No additional questions are required beyond 30 to earn CEUs for recordings of duration beyond three hours.

A vendor can opt to include information-rich rationales with each question on its mandatory test for recorded curriculum, to earn up to 3 supplemental CEUs. Supplemental CEUs cannot total more than the CEU value of the recorded event, and no more than 3 supplemental CEUs can be associated with any single recorded event. That means a three-hour recording could be valued at 6 CEUs: 3 for the tests with rationales, and 3 for the recording; but without rationales, the same test and recording would be worth 3 CEUs.

All required tests and those submitted for supplemental CEUs must follow AAPC guidelines for tests. Ten questions are required for each requested CEU. Test questions should be sufficiently challenging. Someone should not be able to pass the test without having read the content or listened and learned from a presentation. Tests must be submitted at the time the curriculum is submitted. All tests must be corrected by the sponsoring organization. The participant must pass with a score of 70 percent or higher to be awarded the CEU certificate of completion.

With one application and one application fee you may apply for a live session, a recording of the live session or both the live and the recorded live. Please mark all that apply. Please note that the same pre-test and post-test may be used for both the live and the recorded live to earn supplemental CEUs.

- I. This application is for a live session.

A pre-test and/or a post-test with information-rich-rationale submitted with the application can be awarded supplemental CEUs.

The tests must follow AAPC guidelines for tests as outlined above.

Pre-test with rationale: Yes No How many questions? _____

Post-test with rationale: Yes No How many questions? _____

How are the tests accessed? Online Hardcopy/PDF

Where is this information conveyed? _____



2. This application is for a recorded product and requires a final test.

A test without rationale is required and will earn no additional CEUs.

A pre-test and/or a post-test with information-rich-rationale submitted with the application can be awarded supplemental CEUs.

The tests must follow AAPC guidelines for tests as outlined above.

Required test (rationale is not required): Yes No How many questions? _____

Pre-test with rationale: Yes No How many questions? _____

Post-test with rationale: Yes No How many questions? _____

How are the tests accessed? Online Hardcopy/PDF

Where is this information conveyed? _____

Instructions for completing the rest of the application form:

Select a number 1-5. Answer each question in that section. Then drop down to number 6 and complete the rest of the form.

1. Seminar Workshop

Handouts PowerPoint

Upon completion, is there an exam to earn a credential? Yes No Credential acronym: _____

2. Course Bootcamp Post Secondary School Course (live course, face-to-face with students)

Title(s) of workbook/textbooks (1.) _____

(2.) _____

Handouts PowerPoint

Upon completion, is there an exam to earn a credential? Yes No Credential acronym: _____

3. CD/DVD/Video (Office reference tools are not eligible for CEUs)

A copy of the disk or tape must be submitted for review.

The sponsoring organization must own the copyright on the disk or tape.

A final test is required to have 10 questions per requested CEU.

I have included a copy of the disk or tape for review: Yes No

I have included a copy of the final test for review: Yes No

Number of requested CEUs: _____ Number of final test questions: _____

Title of workbook/textbooks: _____

4. Live Web-based training with Live instructor/facilitator Streaming audio/voice over

Web address _____

Non-expiring username: _____ Non-expiring password: _____

Handouts/PDF: Yes No

Teleconferencing: Yes No Dial in number: _____ Access code: _____



5. Audio Teleconference Dial in number _____ Access code _____
- Handouts/PDF Yes No
- Is there a web connection? Yes No Web address: _____
- Non-expiring username: _____ Non-expiring password: _____

All applicants please complete the rest of the form

6. All live or recorded events requesting 2 or more CEUs must submit a time-lined agenda. A marketing brochure or flyer will suffice. If you are submitting as an instructor at a post secondary school please submit a detailed course syllabus in lieu of a time-lined agenda.

- A **detailed** program goal (below) is sufficient for 1.5 CEUs or less.
- Program goal statement is **required** for **all** applications.
- Program Goal: _____
- _____
- _____
- _____

7. Number of requested CEUs for a live session: _____ CEU is awarded for each hour of instruction. Breaks and lunches, including networking lunches, are not eligible for CEUs. (The CEU analyst will evaluate test questions with information-rich-rationale that have been received with the application for supplemental CEUS)

8. Number of requested CEUs for a recorded product with a required test: _____ (The CEU analyst will evaluate test questions with information-rich-rationale that have been received with the application for supplemental CEUS)

Applying for a multiple day event? Would you like individual certificates for each day? Yes No

Applying for an in-service? The AAPC can give you a block approval. Are your inservices

- Weekly Monthly Bi-Monthly Quarterly

There is space provided at the end of the application form for extra information or special requests.

AAPC can approve your program for specialty CEUs at no extra charge. To do so, we need to know what area of study is emphasized in this curriculum.

Select up to **five** specialties by entering the **total hours** of **content specific** to the specialty.

The CEU Analyst will make a final decision based on the content of your agenda.

Example: 2.5 Cardiology, 1.0 Dermatology, 0.5 Family Practice

- | | |
|---|--|
| <input type="checkbox"/> Ambulatory Surgery Center — CASCC™ | <input type="checkbox"/> Emergency Department — CEDC™ |
| <input type="checkbox"/> Anesthesia/Pain Management — CANPC™ | <input type="checkbox"/> Evaluation and Management — CEMC™ |
| <input type="checkbox"/> Auditor — CPMA™ | <input type="checkbox"/> Family Practice — CFPC™ |
| <input type="checkbox"/> Behavioral Health | <input type="checkbox"/> Gastroenterology — CGIC™ |
| <input type="checkbox"/> Cardiology — CCC™ | <input type="checkbox"/> General Surgery — CGSC™ |
| <input type="checkbox"/> Cardiovascular/Thoracic Surgery — CCVTC™ | <input type="checkbox"/> Hematology |
| <input type="checkbox"/> Chiropractics | <input type="checkbox"/> Inpatient Hospital Based Coding |
| <input type="checkbox"/> CIRCC® | <input type="checkbox"/> Internal Medicine — CIMC™ |
| <input type="checkbox"/> Compliance/Fraud & Abuse | <input type="checkbox"/> Interventional Radiology |
| <input type="checkbox"/> Dermatology — CPCD™ | <input type="checkbox"/> Medical Record Documentation |

