

## 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/](http://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/](http://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.



## Online Education — Distance Learning Courses Application and Policies for Prior CEU Approval

**Education is the fundamental element of CEUs.**

*Components of online education or Web-based training are valued by AAPC CEU analysts in the same fashion they would be if they were not Web-based.*

*A Web-based “screen” is not the equivalent of a page in a document.*

*To ensure the appropriate CEU assignment is made for Web-based curriculum, the number of words in the curriculum is determined, and 1 CEU is awarded for every 7,000 words.*

**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.**

- A complete application includes screen shots, PowerPoints and the final test, with rationale, in a word document for word count computation.
- CEUs are for the vendor's original curriculum. Allow your written curriculum to provide education beyond what reference material offers. In the absence of a live instructor, written curriculum must provide education, and offer detail, beyond a list of codes or definitions. i.e. explain why the code is new, or why the codes are bundled.
- The AAPC is not averse to including reference material, definitions from medical dictionaries, learning activities, quizzes, lengthy clinical scenarios or practice audits in your training. You may reference links to the OIG Work Plan or Medicare Learning Network. Please be advised that these will not be included in the total word count. AAPC reserves the right to exclude materials from its CEU word count computation.
- CEU analysts will consider any illustrations or graphics included in the training. Consideration will also be given for hyperlinks to documents referenced in the Web-based training and referring directly to the topic at hand. Information from the hyperlink must be included in the final exam.
- A required, final test for Web-based curriculum is not awarded CEU credit. The length of the test is based on the curriculum word count: 10 questions for each 7,000 words, with a maximum of 40 questions. Questions must be followed by information-rich-rationales. Word count computation for rationales that accompany the test questions or any quizzes along the way may be included in the total word count. 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 an audio included with the training. 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.
- For review purposes, the CEU analyst must have access to all audios and PDF documents.

### Instructions for completing the application form:

Select a number 1-3. Answer each question in that section.  
Then drop down to number 4 to complete the rest of the form.

1. **Self study Web-based trainings and required final test with rationale, no additional media** (A word count will be performed.)

Web address \_\_\_\_\_

Non-expiring login/username \_\_\_\_\_ Non-expiring password \_\_\_\_\_

2. **Self Study Web-based training with audio and required final test with rationales** (A word count may be performed. Please call 800-626-2633 x 155.)

Web address \_\_\_\_\_

Non-expiring login/username \_\_\_\_\_ Non-expiring password \_\_\_\_\_

How many recorded audios? \_\_\_\_\_



What is the combined time of all audios? \_\_\_\_\_

Are the online slides synchronized with the audio(s)?  Yes  No

Does the training include PDFs?  Yes  No How many PDFs? \_\_\_\_\_

For review purposes, the CEU analyst must have access to all audios and PDF documents.  Yes  No

**If you selected either number 1 or 2 please answer each of the following questions.**

*To ensure the appropriate CEU assignment is made for Web-based curriculum, the number of words in the curriculum is determined. One CEU is awarded for every 7,000 words. If the CEU analyst is unable to perform a word count, a visual review will be performed and CEUs will be awarded accordingly.*

Screen shots must be submitted in a word document for word count computation.  Yes  No

The final test requires 10 questions with rationale per requested CEU. (40 question maximum)

Number of questions: \_\_\_\_\_

For review purposes and word count computation, the final test with rationale, must be submitted in a word document.

Yes  No

How much time can elapse before the students have to complete the training? \_\_\_\_\_

What is the average time frame for completion of each module? \_\_\_\_\_

Are there module exams?  Yes  No How many questions? \_\_\_\_\_

How are they corrected?  Electronically  Submitted back to sponsoring organization

**If you selected number 1 or 2 and have completed the above portion, proceed to number 4 to complete the application.**

**3. Distance Learning Course** — Typically multi-platform (A word count may be performed. Please call 800-626-2633 x 155.)

*Sometimes, the best education uses a multi-platform approach, combining reading assignments with lectures and quizzes. Online education is perfectly suited for multiple platforms, and is becoming increasingly popular.*

Web address: \_\_\_\_\_

Non-expiring login/username: \_\_\_\_\_ Non-expiring password: \_\_\_\_\_

*To ensure the appropriate CEU assignment is made for Web-based curriculum, the number of words in the curriculum is determined. One CEU is awarded for every 7,000 words. If the CEU analyst is unable to perform a word count, a visual review will be performed and CEUs will be awarded accordingly.*

Screen shots must be submitted in a word document for word count computation.  Yes  No

The final test requires 10 questions with rationale per requested CEU. (40 question maximum)

Number of questions: \_\_\_\_\_

For review purposes and word count computation, the final test with rationale, must be submitted in a word document.

Yes  No

*NOTE: The final test must be corrected by the sponsoring organization. The participant must pass with a score of 70 percent or greater to be awarded the CEUs.*

How is the final test corrected?  Electronically  Submitted back to sponsoring organization

How many recorded audios? \_\_\_\_\_

Combined time of all audios: \_\_\_\_\_

Are the online slides synchronized with the audio(s)?  Yes  No

Does the training include PDFs?  Yes  No How many PDFs? \_\_\_\_\_



For review purposes, the CEU analyst must have access to all audios and PDF documents.  Yes  No

Number of modules or chapters: \_\_\_\_\_

Average time to complete each module or chapter: \_\_\_\_\_

Are there module assignments?  Yes  No

Are there module tests?  Yes  No

How are they corrected?  Electronically  Submitted back to sponsoring organization

Is there a personal instructor?  Yes  No

Does the instructor give one-on-one mentoring to individual students?  Yes  No

Does the student participate in-group discussion with other students?  Yes  No

Titles of textbooks/workbooks used by the student? (1.) \_\_\_\_\_

(2.) \_\_\_\_\_

4. All applicants please complete:

Program goal: As a result of this experience, participants will \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated time to complete the training Date the training is available:

Number of requested CEUs \_\_\_\_\_

Upon completion, is there an exam to earn a credential?  Yes  No Credential Acronym: \_\_\_\_\_

The AAPC will soon provide a simple-to-use search screen for members seeking specific CEUs. This will benefit members and vendors. Members will be able to search for events based on their geographic location, specialty, level of expertise, and media type.

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

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