



CPT® Online Application Instructions

****We suggest you work within your society or organization to compose your rationales, vignettes, description of procedures and answers to other questions prior to submission. You can access a list of the universe of questions for all applications [here](#). This is an application *submission* form and not intended as an application *collaboration* form.**

- 1) Select your application type
 - a. If you need assistance in determining what type of application to use, please review the [application specific criteria](#).
- 2) Enter your application name and click "apply now" after selecting your application type.
 - a. Please note, the initiator of the applicant is considered the lead applicant and cannot be removed from the application.
- 3) Click through the application instructions.
- 4) Accept legal compliance forms.
- 5) Answer questions, complete input fields and upload references and artifacts as requested.
- 6) Attest to completeness and authorization to submit application.
 - a. ****Please note, once the application is submitted all questions are locked and no modifications can be made (unless specifically requested by CPT Staff), or artifacts added to application. We suggest that you be sure your application contains the correct information and all information is accurate before you submit.**
- 7) You have an opportunity to save for later on each question.
- 8) To add a co-applicant, navigate to the application Control Panel of your application prior to submission and add a co-applicant.
- 9) You can print the application (or save the PDF to your local drive) from the application control panel
- 10) You can withdraw an application up until the time at which it is brought before the CPT Editorial Panel.
- 11) Once the application is submitted, the application will no longer be editable and the CPT staff will review application and respond if there are any outstanding issues or questions.
- 12) Questions marked as deficient by CPT staff will appear in the CPT Staff Comments section of the Application Control Panel. You will have the opportunity to update that particular question (other questions will be locked) and resubmit the information for that question.
- 13) New ballot options that appear within the Panel Agenda Item will appear in the Agenda Items section of the Application Control Panel.

If you have further questions, please contact AMA staff at ccappssubmit@ama-assn.org.

