



CME/AOA Credit Claim Instructions

Below is the process for learners to claim credit:

1. A link to the evaluation and attestation forms will be emailed to all attendees after the last session on the last day of the CME activity **using the email address we have on file in the registration database.**
This link is also posted on the ACOEP designated conference website.
2. Upon completion of the course evaluation form, you will be directed to the CME attestation form to confirm all the conference sessions and events you've attended.
3. The CME attestation form closes approximately 30 days after the CME activity. **(May 9, 2021)** Learners are encouraged to **complete this process prior to the closing date.** Learners who miss the credit claiming deadline must email CME@acoep.org or contact ACOEP's office for assistance.
4. All learners who complete both the **evaluation and attestation forms** prior to the designated closing date will receive their CME certificate via email.
Certificates will be mailed the week of May 10, 2021.

Virtual Activities Note: It is the expectation that learners participate in the live activity in a timely fashion and are encouraged to claim CME credits by the designated closing date set by ACOEP.

ACOEP also provides a breakdown of the subspecialty credit(s) (trauma, infectious disease, pediatrics etc.) designated for each session. It is the responsibility of the learner to track these credits. However, a breakdown sheet is created to assist learners with tracking subspecialty credit and the final totals are included on the CME certificates.