

ACOEP's SPRING SEMINAR

April 10–13, 2022

SS 22

#ACOEP22

CME Certificate Instructions

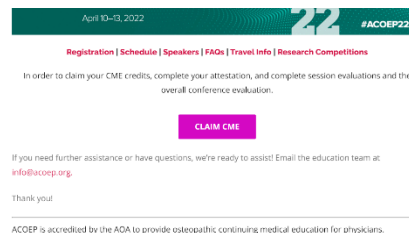
Use the link below to complete the CME Sessions and Overall Evaluation and print your certificate:

<https://acoep.org/education-events/ss22-cme/>

Instructions:

Click on “Claim CME” in the middle of the screen.

Login using your ACOEP login and password.
If you don't remember your password, use the 'don't remember your password' option within the link above.



Once logged in, click on and complete the “Session Attendance” portion of the evaluation. After you evaluate each session, click on “SAVE and continue”.

SAVE and Continue

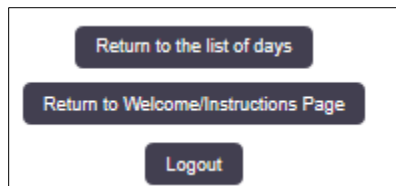
Click on each day to evaluate the sessions you attended.

To evaluate a session:

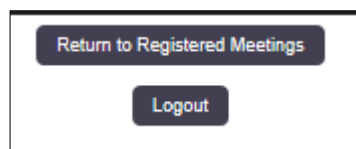
For each session you attended, find the title and click “Select” next to the name.
Begin your evaluation; your “Total Credits Earned” will change as you evaluate each session.

For each session, there is a "Reset" button. In the event you mistakenly select a wrong session, the "Reset" button allows you to clear that selection. You may then select the correct session and proceed.

Upon clicking a “Select” button, you will be taken to the top of the screen. Please scroll down to select other sessions you attended.



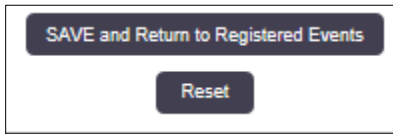
Once you finish the sessions for a particular day, click on “Return to the list of days” to evaluate a different day.



When you have completed all of the days, click on “Return to list of days” then “Return to Registered Meetings.”

To obtain your certificate:

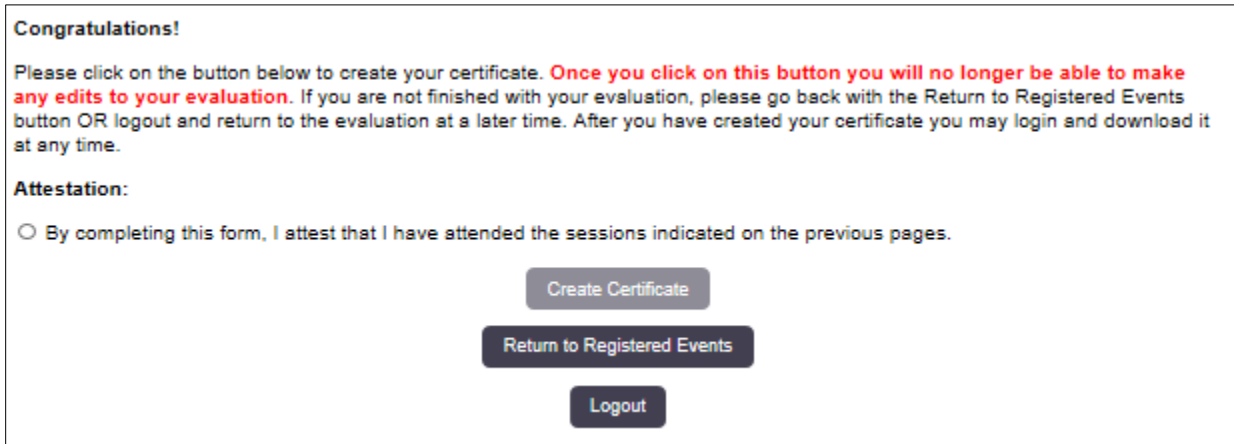
Once you have completed the session evaluations, you will be able to choose the next active (shaded) button called “Overall Evaluation.”



After answering each required question, click “SAVE and Return to Registered Events.” This will activate your certificate.

Click the now active (shaded) “Certificate” button.

To complete, click on the “Attestation” statement, and then click “Create Certificate”.



Congratulations!

You are now able to print/download your certificate.