

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.

			7.7.4	#ACOEP22
Registrat	ion Schedule Speal	kers FAQs Travel Infi	o Research Compet	itions
In order to claim you	CME credits, complet overal	e your attestation, and Il conference evaluation	l complete session ev n.	aluations and the
		CLAIM CME		
f you need further assis	tance or have question	ns, we're ready to assis	st! Email the education	n team at
nfo@acoep.org.				
Thank you!				

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!				
Please click on the button below to create your certificate. Once you click on this button you will no longer be able to make any edits to your evaluation. If you are not finished with your evaluation, please go back with the Return to Registered Events button OR logout and return to the evaluation at a later time. After you have created your certificate you may login and download it at any time.				
Attestation:				
O By completing this form, I attest that I have attended the sessions indicated on the previous pages.				
Create Certificate				
Return to Registered Events				
Logout				

Congratulations!

You are now able to print/download your certificate.