How to Report Your CME Credits

Step 1: Log into your portal account from our website at www.theaba.org.

Step 2: Once you’re logged in, from the Dashboard, click on the top tab “CME”.

Step 3: Click on “Report New CME”.

Step 4: Complete the following form as described in Steps 5-8.

Questions? Contact us at (866) 999-7501 or coms@theaba.org
Step 5: In the “Date Completed” field, enter the date you completed the activity in the format of mm/dd/yyyy.

Step 6: Enter the sponsor’s name of the CME activity in the “Activity Sponsor” field.

Step 7: Enter a brief description of the CME activity in the “Event Description” field.

Step 8: Select a category from the drop-down box in the “Event Category” field.
• **ACCME Category 1**: The CME activity is sponsored by an Accreditation Council for Continuing Medical Education (ACCME)-approved program or is eligible for credit through AMA’s Physician Recognition Award (PRA) Program. You can request Category 1 credit for CME activities approved as Category 1-A by the American Osteopathic Association and accredited continuing professional development credits issued by the Royal College of Physicians of Canada and the Association of Faculties of Medicine of Canada.

• **Other: Documented**: This is not considered an ACCME Category 1 activity. The activity is neither sponsored by an ACCME-approved program nor eligible for credit through AMA’s PRA Program, but you have documentation supporting your participation (e.g., foreign CME).

• **Other: Undocumented**: This is not considered an ACCME Category 1 activity. The activity is neither sponsored by an ACCME-approved program nor eligible for credit through AMA’s PRA Category 1 Credit, and you do not have documentation to support your participation (e.g., committee membership, publications).

**Step 9**: Enter the amount of CME credit (entered in .25 increments) you were granted for the activity in the “Credit Requested” field.

**Step 10**: If the activity is also considered “Patient Safety”, click the checkbox before submitting.
Step 11: Click on “Submit.”

CME Documentation:

Retain your CME documentation – self-reported activities are subject to audit for three years from the date reported.

Do not mail or fax CME documentation to us prior to auditing. When you are scheduled for an audit, we will contact you about what documentation to submit.