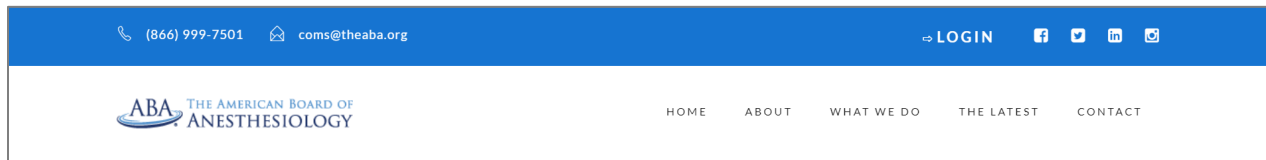## How to Report Your CME Credits
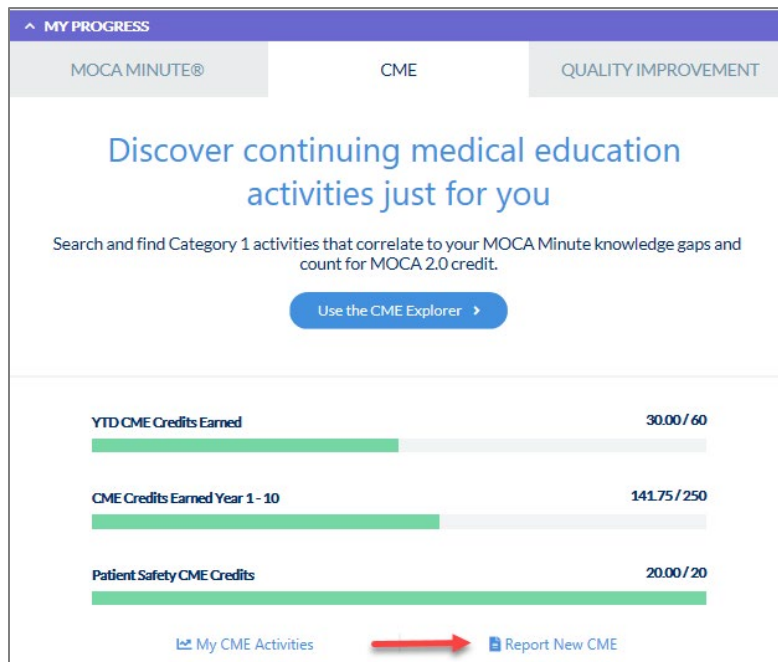
Step 1: Log into your portal account from our website at www.theaba.org.

Step 2: Once you're logged in, from the Dashboard, click on the top tab "CME."

Step 3: Click on "Report New CME" and complete the form.

Step 4: In the "Date Completed" field, enter the date you completed the activity as mm/dd/yyyy.

Step 5: In the "Activity Sponsor" field, enter the sponsor's name of the CME activity.

Step 6: In the "Event Description" field, enter a brief description of the CME activity

Step 7: In the "Event Category" field, select a category from the drop-down box.

- **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 8: In the "Credit Requested" field, enter the amount of CME credit (entered in .25 increments) you were granted for the activity.

Step 9: If the activity is ABA-approved patient safety CME, click the "Patient Safety" checkbox.

Step 10: Click "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. If you fail to respond to the audit email or email reminder within two weeks, we will remove the audited CME from your record. The email will come from MOCA@theaba.org.