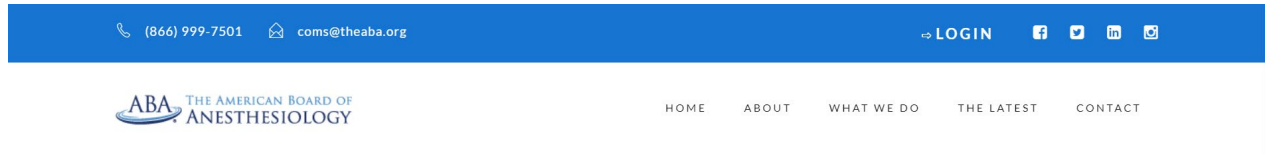




How to Report Your CME Credits

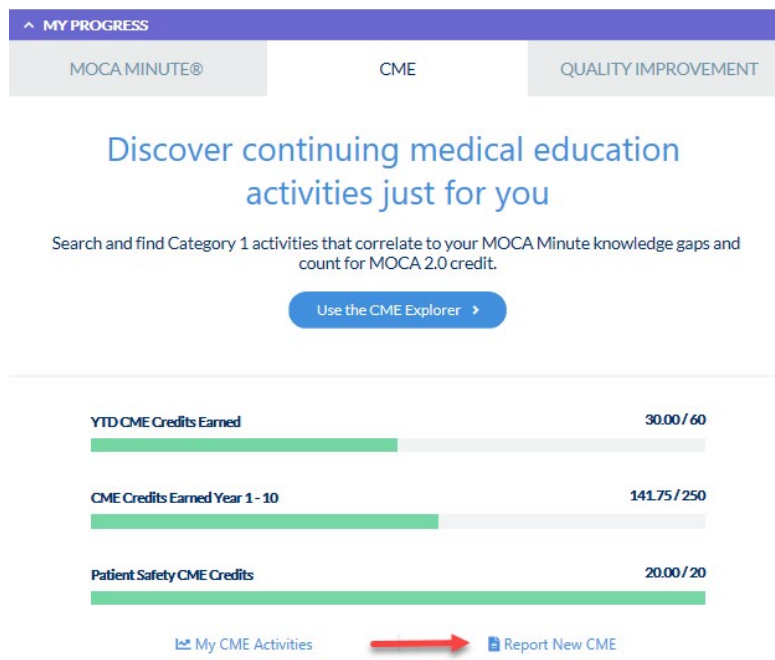
Step 1: Log into your portal account from our website at www.theaba.org.



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.



Add CME Activity

From 2006 to 2012, a maximum of **70** CME credits will be accepted per calendar year.
Beginning in 2013, a maximum of **60** CME credits will be accepted per calendar year.

If you complete an activity through one of our [registered CME providers](#), please give them your ABA ID number and they will report your activities to us on your behalf. This includes [ABA-approved Patient Safety CME](#). These activities have the provider's name in **green** font in your below activity listing.

Date Completed (mm/dd/yyyy) *

Activity Sponsor *

Event Description *

Event Category * ▾

Credits Requested *

Patient Safety ?

Cancel

Submit ▶

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.



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Date Completed (mm/dd/yyyy) *

Activity Sponsor *

Event Description *

Event Category *

ACCME/AMA PRA Category 1
Other: Documented
Other: Undocumented

Patient Safety ⓘ

Cancel


Submit ▶

- **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."


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Date Completed (mm/dd/yyyy) *

Activity Sponsor *

Event Description *

Event Category * ▾

Credits Requested *

Patient Safety ⓘ

Cancel 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.

All Medical Licenses

Candidates for initial certification and diplomates must report the state/province, license number, issue date and expiration date for **every** U.S. or Canadian license held.

They have the affirmative obligation to advise us of all restrictions placed on their medical licenses and to provide complete information about restrictions within 60 days of their imposition.

DO NOT report training licenses.

State	License #	Status	Exp Date	Edit
NC	12345	Satisfactory	12/31/2022	

[+ Add New License](#)

LINKS TO STATE MEDICAL BOARDS

Make sure you're maintaining the good standing of each of your medical licenses by visiting the issuing state's medical board

[North Carolina](#) 