How to Guide: Claiming CME Credit

(RSS)

Disclaimer:

You will have to create an account on the EVOLVE site in order to access the course activity homepage to claim credit. Please follow the instructions below.

Claiming Credit Step by Step:

1. **Log in** or **register** through your session link
   a. Once logged in, you will see the activity homepage
2. **Click the session** you want to claim credit for
3. Click '**Take Course**'
   a. It should take you to the session homepage
4. Click '**Start Course**'
5. On the 'Attendance' tab, enter the '**Activity Code**' provided to you then click '**Submit**'
   a. You should see a **green notification showing that your attendance has been recorded** then hit '**Next**'
6. **Fill out the survey** and hit '**Submit**'
   a. You should see a **notification showing that your submission has been recorded** then hit '**Next'**
7. Claim your credit by **inputting the amount of credits available for that session**, then hit the **check box** to show that you agree to the statement presented and hit **submit**
   a. You should see a **notification showing that you were awarded credit**
8. Click '**Review**'
   a. You should see '**Course Complete**' and '**Download Certificate**'
   b. You can also click '**Return to Course Home**' on the right side and it will take you back to the session homepage.
      i. The tab next to '**View**' will say '**Certificate**'; this is another way for you to download your certificate.
9. **Done!**