



How to register CME/CPD activities

User's Manual

CME is a lifelong commitment and CME credits are the 'staples' of staying in practice and keeping the office doors open.

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1. INTRODUCTION

One of the benefits of participation in the EU-ACME programme is registration of the **CME/CPD** credits in the central database. Through www.eu-acme.org EU-ACME members may access the **ONLINE CME/CPD PORTFOLIO**, which helps to keep track of participant's educational activities, irrespective of the country they practice in or where they have participated in accredited CME/CPD activities.

Through their online account they may not only check and edit their personal data but check the collected credit points and generate and print Credit Registry Report as well.

2. ACCESSING ONLINE ACCOUNT

Go to the webpage of the EU-ACME Programme – www.eu-acme.org and click on the **SIGN IN** button.



European Urology - Accredited Continuing Medical Education

The EU-ACME Programme is the initiative resulting from a close collaboration between the European Board of Urology (EBU) and the European Association of Urology (EAU).

Its primary task is assistance in the implementation, promotion and organization of Continuing Medical Education (CME) and Continuing Professional Development (CPD) among European urologists.

EU-ACME Office offers:

- registration of credit points for members of the urological society participating in the EU-ACME programme,
- access to the online CME/CPD credit system
- the EU-ACME membership card for urologist participating in the programme,
- yearly Credit Registry Report listing all collected CME/CPD credit points,
- registration of accredited on national and/or European level CME events,
- assistance in obtaining European Accreditation.

The pop-up will show up where you will be requested to enter your username and password.

About EU-ACME CME/CPD credit system Physicians CME providers Contact MyCME

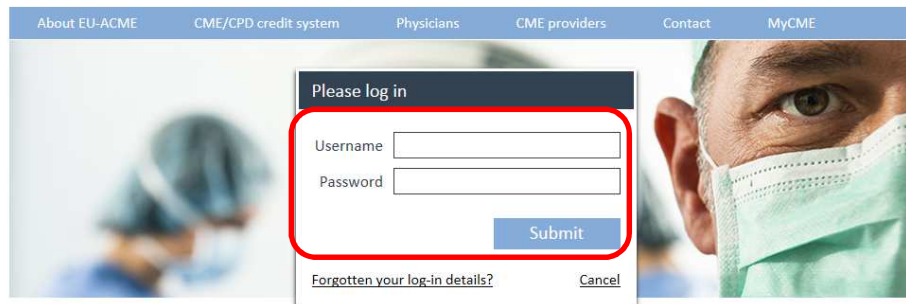
Please log in

Username

Password

Submit

[Forgotten your log-in details?](#) [Cancel](#)



European Urology - Accredited Continuing Medical Education

EU-ACME Office offers:

The EU-ACME Programme is the initiative resulting from a close collaboration

- registration of credit points for members of the urological society

After clicking on **SUBMIT** button you will be logged to your personal webpage – **MYCME** - where you may:

- check and edit your personal data,
- check the collected credit points,
- add missing activities
- generate and print Credit Registry Report
- change your password.

3. CHECKING THE LIST OF REGISTERED ACTIVITIES

When clicking on the **CREDIT REGISTRY REPORT BUTTON** you will enter the list with the activities you attended for which the credit points were granted.



Navigation menu: About EU-ACME | CME/CPD credit system | Physicians | CME prov

Credit Registry Report

Personal data

Edit personal data

Change password

Credit Registry Report

Accreditation of activities

Request for European accreditation of LEE

Request for registration of CME/CPD activity

Contact the EU-ACME office

Credit Registry Report

You can select a startdate and an enddate in the fields below:

Startdate: 2014-01-01 [calendar icon]

Enddate: 2014-12-31 [calendar icon]

Refresh Show all Paediatric activities only

Inde

[Click here to go the "Credits details"](#)

[Click here to go the "Total credits summary"](#)

When clicking on the **CREDIT REGISTRY REPORT BUTTON** in the menu you will enter the list with the activities you attended for which the credit points were granted.

A. SELECTING THE CRR PERIOD

The standard settings are showing the activities from the current year.

In order to view activities from other periods you need to either change the **STARTDATE** and **ENDDATE** (by clicking of the calendar next to the date) or click on the button **SHOW ALL**.

Credit Registry Report

You can select a startdate and an enddate in the fields below:

Startdate: 2014-01-01 [calendar icon]



Enddate: 2014-12-31 [calendar icon]

Refresh Show all Paediatric activities only

B. SELECTING PAEDIATRIC ACTIVITIES

If you are a member of the **EUROPEAN SOCIETY FOR PAEDIATRIC UROLOGY (ESPU)** you may check and select only paediatric activities.

Credit Registry Report

You can select a startdate and an enddate in the fields below:		
Startdate:	<input type="text" value="2014-01-01"/>	
Enddate:	<input type="text" value="2014-12-31"/>	
	<input type="button" value="Refresh"/>	<input type="button" value="Show all"/> <input type="checkbox"/> Paediatric activities only




C. CHECKING DETAILS AND SUMMARY REPORT

By clicking on the **CREDIT DETAILS** – you will be routed to the list of all activities

Index
Click here to go the "Credits details"
Click here to go the "Total credits summary"

while by clicking on **TOTAL CREDITS SUMMARY** – you will be routed to the summary of collected credits by category and year.

CREDIT DETAILS – shows listed activities with code, title, date, place and number of assigned credits.

Code	Activity Description	Date	City	Country	Cat.	Credits	Uploaded documents
ACC10	EBU Accreditation Committee	01 Jan - 31 Dec 2010	Arnhem	Netherlands, The	5	2.00	
ACC11	EBU Accreditation Committee 2011	01 Jan - 31 Dec 2011	Arnhem	Netherlands, The	5	2.00	
ACC12	EBU Accreditation Committee 2012	01 Jan - 31 Dec 2012	Arnhem	Netherlands, The	5	2.00	UEMS_Report_of_meeting_Feb_2014.docx 
Sub Total						6.00	
Total:						6.00	


Additionally when you register an activity and upload a copy of a proof (e.g. certificate of attendance) it will be listed next to the event. You have always access to all your certificates.

CREDITS SUMMARY – shows the total number of collected credits per category and year.

Credit summary report		Total		
	CPD Cat. 5	CME	CPD	CME+CPD
2010	2.00	0.00	2.00	2.00
2011	2.00	0.00	2.00	2.00
2012	2.00	0.00	2.00	2.00
Total	6.00	0.00	6.00	6.00

4. REPORTING AN ACTIVITY THAT WAS ASSIGNED INCORRECTLY

If one of the activities is incorrectly entered you may click on the icon to inform the EU-ACME office that this activity was incorrectly assigned.

Code	Activity Description	Date	City	Country	Cat.	Credits	Uploaded documents
ACC10	EBU Accreditation Committee	01 Jan - 31 Dec 2010	Arnhem	Netherlands, The	5	2.00	

After clicking on the button the window will pop-up where **you can put the note** to the office and then click on the button **SEND REPORT**.

The message will be send to the EU-ACME office.

Report incorrect assigned activity

Here you can send an email to the EU-ACME office when your activity is incorrectly assigned. If you want to make a note, please fill in the note field.

The following activity is incorrectly assigned:	
Code:	ACC10
Activity Description:	EBU Accreditation Committee
EU-ACME Member Id:	no EU-ACME member! EAU ID: 078665
Note (Optional):	
<input type="text"/>	
<input type="button" value="Close Window"/> <input type="button" value="Send report >"/>	

5. REQUESTING REGISTRATION OF ACTIVITIES

A. DOCUMENTAL PROOF

During the application process you will be prompted to upload a documental proof.

i. Continuing Medical Education (CME)

Whenever you attend **A LIVE EDUCATIONAL ACTIVITY**, e.g. conference, congress, meeting – you should receive **A CERTIFICATE OF ATTENDANCE**.

If the meeting is accredited it should be clearly stated on the certificate by which institution with the total of granted credit.

The certificate of attendance is the only valid documental proof for granting the CME credits.

Each medical specialist should claim only those credits that he/she actually spent in the educational activity

Please note that the documental proof must be in **ENGLISH**.

If the documental proof is only available in the national language, we would like to receive a translation of the proof.

The accreditation requests go to the EBU Accreditation Committee through the EU-ACME office for assessment. Once the request is approved by Accreditation Committee, the credits will be granted to the EU-ACME member.

ii. Continuing Professional Development (CPD)

If you wish to have **CREDITS ADDED TO YOUR ACCOUNT FOR SCIENTIFIC WORKS** published in medical journals, magazines or books; presentations, educational material, and videos or posters presented. The following information is needed per activity.

❖ For **LECTURES / PRESENTATIONS**:

- Title of the lecture or presentation;
- Name of the event where the lecture or presentation took place;
- Clearly stated authors of the presentation;
- Venue;
- Date;
- Documental proof
-

❖ For **SCIENTIFIC PUBLICATIONS**:

- Title of the magazine / book;
- Clearly stated authors of the scientific publication;
- Year and number of issue;
- Title of the article(s);
- Documental proof;
- Citation or PubMed-link

Application for credit attribution for **OTHER LEARNING EXPERIENCES** must come with a document stating:

- CPD objectives achieved by the activity;
- Proof that the activity undertaken is necessary in the field of CPD;
- Programme of activities and techniques to be used;
- Level of knowledge and/or technical skills to be achieved;
- Names of instructors and/or institutions involved in the planning, administration and evaluation of the activity;
- Final evaluation criteria;
- Duration, venue and dates the activity initiated and ended

For **PARTICIPATION IN COMMITTEES:**

- Name of the committee;
- Duration of the committee membership;
- Aim of the committee;
- Documental proof

Please note that the documental proof must be in **ENGLISH** .

If the documental proof is only available in the national language, we would like to receive a translation of the proof.

The accreditation requests go to the EBU Accreditation Committee through the EU-ACME office for assessment. Once the request is approved by Accreditation Committee, the credits will be granted to the EU-ACME member.

B. ACTIVITY ALREADY REGISTERED IN THE EU-ACME DATABASE

If you would like to register activity which is not yet listed under your account please click on **REQUEST FOR REGISTRATION OF CME/CPD ACTIVITY**.



Welcome B. Adamczyk | Sign out

About EU-ACME	CME/CPD credit system	Physicians	CME providers	Contact	MyCME
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Request for registration of CME/CPD activity

Personal data	Request for Accreditation EU-ACME Member Step 1 - Select the activity type <table border="1"><tr><td>Requestor:</td><td>Mrs. B. Adamczyk Mr. E.N. Van Kleffensstraat 5 6842 CV Arnhem Netherlands, The</td></tr><tr><td>Activity type</td><td><input type="text"/></td></tr></table>	Requestor:	Mrs. B. Adamczyk Mr. E.N. Van Kleffensstraat 5 6842 CV Arnhem Netherlands, The	Activity type	<input type="text"/>
Requestor:		Mrs. B. Adamczyk Mr. E.N. Van Kleffensstraat 5 6842 CV Arnhem Netherlands, The			
Activity type		<input type="text"/>			
Edit personal data					
Change password					
Credit Registry Report					
Accreditation of activities					
Request for European accreditation of LEE					
Request for registration of CME/CPD activity					
Contact the EU-ACME office	Go to step 2 - Activity details >				

STEP 1: From the drop down list you need to choose correct activity type:

- participation in the event,
- lecture (teaching activities),
- presentation,
- scientific publication,

Request for Accreditation EU-ACME Member

Step 1 - Select the activity type

Requestor:	Mrs. B. Adamczyk Mr. E.N. Van Kleffensstraat 5 6842 CV Arnhem Netherlands, The					
Activity type	<table border="1"><tr><td>Participant in the event</td></tr><tr><td>Lecture / presentation (teaching activities)</td></tr><tr><td>Participation in the committees</td></tr><tr><td>Scientific publication</td></tr><tr><td>Other</td></tr></table>	Participant in the event	Lecture / presentation (teaching activities)	Participation in the committees	Scientific publication	Other
Participant in the event						
Lecture / presentation (teaching activities)						
Participation in the committees						
Scientific publication						
Other						

[Go to step 2 - Activity details >](#)

After the correct activity type is chosen you may click on the **GO TO STEP 2 – ACTIVITY DETAILS** button.

STEP 2: First search for activity – it is possible that the activity is already registered in our database. Select accredited activity you participated in. The selection can be done by Activity name, Activity type, country, city or dates or combination of these data.

Request for Accreditation EU-ACME Member

Step 2 - Select the activity

Here you search for an activity by filling one of the criteria below

Search by Activity name:

Search by activity type:

Search by country:

Search by city:

Start date: Select a date by clicking the icon.

End date: Select a date by clicking the icon.

Clicking on << or >> will change the year.

Clicking on < or > will change the month.

Request for Accreditation EU-ACME Member

Step 2 - Select the

Search by Activity name:

Search by activity type:

Search by country:

Search by city:

Start date:

After entering the selection criteria and clicking on the SEARCH button the list of all accredited activities corresponding with the selection is displayed.

The activities below match you search criteria.
Please select an activity from the results below or change your search criteria and search again.

	Code / Name	City	Country
<input checked="" type="radio"/>	Code: 10160 Name: 29th Annual EAU Congress From: Friday 11th of April 2014 Till: Tuesday 15th of April 2014	Stockholm	Sweden
<input type="radio"/>	Code: HOA14/3-pa Name: Bioformatics and Oncology:From Research to Clinical Practice From: Thursday 10th of April 2014 Till: Thursday 10th of April 2014	Thessaloniki	Greece
<input type="radio"/>	Code: PUA14/12 Name: Two-day hands-on urodynamics training From: Thursday 10th of April 2014 Till: Friday 11th of April 2014	Warsaw	Poland

< Go to Step 1 - Select the activity type

Go to step 3 - Indicate participated dates >

You need to mark the activity you participated in and click on the button **GO TO STEP 3 – INDICATING PARTICIPATING DATES.**

In **STEP 3** you need to indicate which date(s) you participated in the accredited activity.

Request for Accreditation EU-ACME Member

Step 3 - Indicate the dates and teaching hours

Personal and activity details	
Requestor:	Mrs. B. Adamczyk Mr. E.N. Van Kleffensstraat 5 6842 CV Arnhem Netherlands, The
Title of the activity:	ADVANCED COURSE IN LAPAROSCOPIC UROLOGICAL SURGERY
Activity code:	10263
Type of activity:	Course
City:	BARRETOS - SP
Country:	Brazil
Start day:	Thursday 24th of April 2014
End day:	Saturday 26th of April 2014
Total credits:	18.00

Please indicate the dates you have been participated in the event:		
Date	Hours	
2014-04-24	6.00	<input type="radio"/> Yes <input checked="" type="radio"/> No
2014-04-25	6.00	<input type="radio"/> Yes <input checked="" type="radio"/> No
2014-04-26	6.00	<input type="radio"/> Yes <input checked="" type="radio"/> No

< Go to Step 2 - Select the activity

Go to step 4 - Add files >

After marking the date you need to click on the button **GO TO STEP 4 – ADD FILES**, where you will have the possibility of attaching the copies of document proof, e.g. certificate of attendance. By clicking on Select file(s) you will be able to upload the files from your computer.

Request for Accreditation EU-ACME Member

Step 4 - Add file with wea certificate / proof

Choose a file to upload:

< Step 3 - Indicate the dates

Submit

Clicking on the button **SUBMIT** will complete the procedure. The information will be send to the EU-ACME office and credits will be added to your account.

The EU-ACME office will check your application with attached documental proof and validate it.

C. ACTIVITY NOT YET REGISTERED IN THE EU-ACME DATABASE

If you would like to register activity which is not yet listed under your account please click on **REQUEST FOR REGISTRATION OF CME/CPD ACTIVITY**.

Request for registration of CME/CPD activity

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Request for Accreditation EU-ACME Member

Step 1 - Select the activity type

Requestor:	Mrs. B. Adamczyk Mr. E.N. Van Kleffensstraat 5 6842 CV Arnhem Netherlands, The
Activity type	<input type="text"/>

Go to step 2 - Activity details >

STEP 1: From the drop down list you need to choose the activity type:

- **OTHER,**

Request for Accreditation EU-ACME Member

Step 1 - Select the activity type

Requestor:	Mrs. B. Adamczyk Mr. E.N. Van Kleffensstraat 5 6842 CV Arnhem Netherlands, The
Activity type	<input type="text" value="Other"/>



Go to step 2 - Activity details >



Click on the **GO TO STEP 2 – ACTIVITY DETAILS** button.

In **STEP 2** Add activity detailed by completing the form.

Request for Accreditation EU-ACME Member

Step 2 - Add activity details

Please enter the activity details:	
Title of the activity:	<input type="text"/>
Type of activity:	<input type="text" value="v"/>
Subtype of activity:	<input type="text" value="v"/>
City:	<input type="text"/>
Country:	<input type="text" value="v"/>
Website:	<input type="text"/>
Start day:	Select a date by clicking the icon. <input type="text"/> 
End day:	Select a date by clicking the icon. <input type="text"/> 
Note:	<input type="text"/>

Please indicate the dates you have been participated in the event:	
Date:	<input type="text"/> 
Number of hours:	<input type="text" value="0"/>  Click to approve

< Go to step 1 - Select the activity type	Go to step 3 - Add file with a certificate / proof >
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After completing the data click on the button **GO TO STEP 3 – ADD FILE WITH A CERTIFICATE / PROOF.**

STEP 3 –attach copies of documental proof, e.g. certificate of attendance.

By clicking on Select file(s) you will be able to upload the files from your computer.

Request for Accreditation EU-ACME Member

Step 4 - Add file with wea certificate / proof

Choose a file to upload:

< Step 3 - Indicate the dates

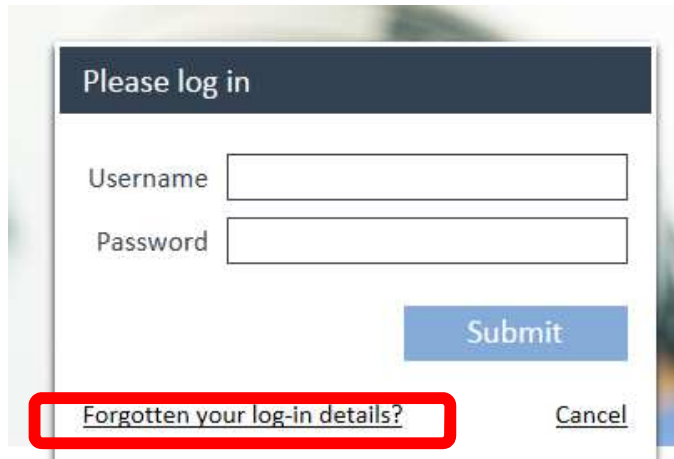
Submit

Clicking on the button **SUBMIT** will complete the procedure. The information will be send to the EU-ACME office.

The EU-ACME office will check your application with attached documental proof and validate it.

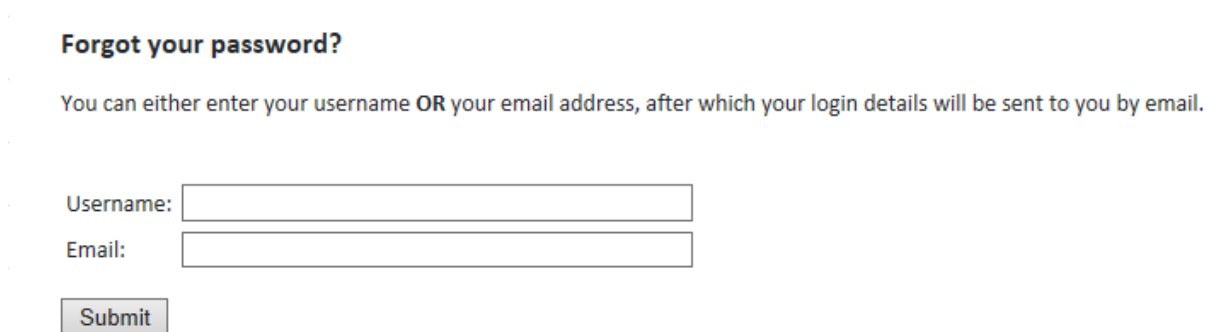
6. FORGOT YOUR USERNAME AND/OR PASSWORD?

If you forgot your username and/or password please click on **FORGOTTEN YOUR LOG-IN DETAILS?** Link.



The image shows a login form with a dark blue header that says "Please log in". Below the header are two input fields: "Username" and "Password". To the right of the "Password" field is a blue "Submit" button. At the bottom left of the form, the text "Forgotten your log-in details?" is underlined and enclosed in a red rectangular box. To the right of this link is a "Cancel" button.

You will be routed then to the website where you will be asked to enter either **USERNAME or E-MAIL ADDRESS**



The image shows a form titled "Forgot your password?". Below the title is the instruction: "You can either enter your username **OR** your email address, after which your login details will be sent to you by email." There are two input fields: "Username:" and "Email:". Below these fields is a grey "Submit" button.

The message with the link to reset your password will be sent to your **DEFAULT** e-mail address.