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.

Table of content

1. INTRODUCTION ........................................................................................................................................ 2
2. ACCESSING ONLINE ACCOUNT ................................................................................................................. 2
3. CHECKING THE LIST OF REGISTERED ACTIVITIES ....................................................................................... 4
   a. SELECTING THE CRR PERIOD .................................................................................................................. 4
   b. SELECTING PAEDIATRIC ACTIVITIES ........................................................................................................... 5
   c. CHECKING DETAILS AND SUMMARY REPORT ........................................................................................ 5
4. REPORTING AN ACTIVITY THAT WAS ASSIGNED INCORRECTLY .......................................................... 7
5. REQUESTING REGISTRATION OF ACTIVITIES ............................................................................................. 8
   a. DOCUMENTAL PROOF ................................................................................................................................ 8
      i. Continuing Medical Education (CME) .................................................................................................... 8
      ii. Continuing Professional Development (CPD) ........................................................................................ 8
   b. ACTIVITY ALREADY REGISTERED IN THE EU-ACME DATABASE ................................................................. 10
   c. ACTIVITY NOT YET REGISTERED IN THE EU-ACME DATABASE ................................................................. 14
6. FORGOT YOUR USERNAME AND/OR PASSWORD? ..................................................................................... 17
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.

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

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.
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.

C. CHECKING DETAILS AND SUMMARY REPORT

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

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.

<table>
<thead>
<tr>
<th>Code</th>
<th>Activity Description</th>
<th>Date</th>
<th>City</th>
<th>Country</th>
<th>Cat.</th>
<th>Credits</th>
<th>Uploaded documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC10</td>
<td>EBU Accreditation Committee</td>
<td>01 Jan - 31 Dec 2010</td>
<td>Arnhem</td>
<td>Netherlands, The</td>
<td>5</td>
<td>2.00</td>
<td></td>
</tr>
<tr>
<td>ACC11</td>
<td>EBU Accreditation Committee 2011</td>
<td>01 Jan - 31 Dec 2011</td>
<td>Arnhem</td>
<td>Netherlands, The</td>
<td>5</td>
<td>2.00</td>
<td></td>
</tr>
<tr>
<td>ACC12</td>
<td>EBU Accreditation Committee 2012</td>
<td>01 Jan - 31 Dec 2012</td>
<td>Arnhem</td>
<td>Netherlands, The</td>
<td>5</td>
<td>2.00</td>
<td>UEMS_Report_of_meeting_Feb_2014.docx</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Credit summary report</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CPD</td>
</tr>
<tr>
<td>2010</td>
<td>2.00</td>
</tr>
<tr>
<td>2011</td>
<td>2.00</td>
</tr>
<tr>
<td>2012</td>
<td>2.00</td>
</tr>
<tr>
<td>Total</td>
<td>6.00</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Code</th>
<th>Activity Description</th>
<th>Date</th>
<th>City</th>
<th>Country</th>
<th>Cat</th>
<th>Credits</th>
<th>Uploaded documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC10</td>
<td>EBU Accreditation Committee</td>
<td>01 Jan - 31 Dec 2010</td>
<td>Arnhem</td>
<td>Netherlands</td>
<td>5</td>
<td>2.00</td>
<td></td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Code:</th>
<th>ACC10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity Description:</td>
<td>EBU Accreditation Committee</td>
</tr>
<tr>
<td>EU-ACME Member Id:</td>
<td>no EU-ACME member! EAU ID: 078665</td>
</tr>
</tbody>
</table>

Note [Optional]:

[Optional text field]

[Options: Close Window, 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.

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

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

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.

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

Clicking on < or > will change the month.

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

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.

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.

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

Click on the GO TO STEP 2 – ACTIVITY DETAILS button.
In **STEP 2** Add activity detailed by completing the form.

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.

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.

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

Forgot your password?

You can either enter your username OR your email address, after which your login details will be sent to you by email.

Username: 
Email: 
Submit

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