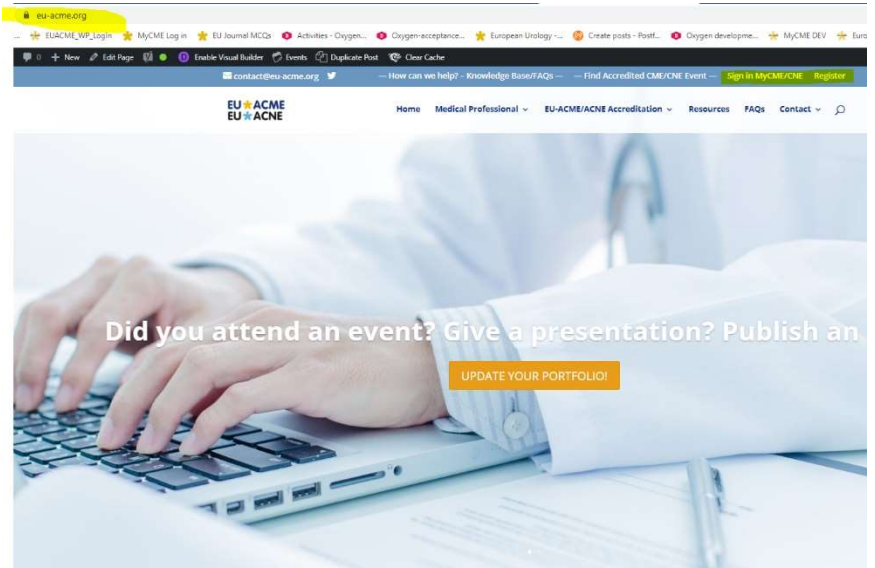


## Help urologists collecting CME credits – register your accredited CME/CNE event in the EU-ACME database

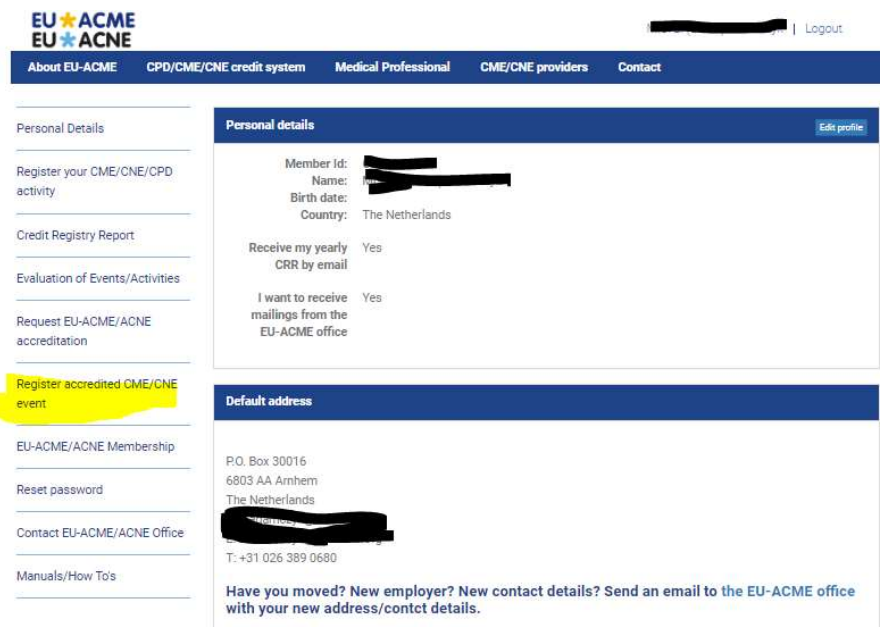
Go to: <https://mycme.eu-acme.org/mycme/login>

Log in with the username and password you have received from the EU-ACME office.

If you do not have your credentials, please contact the EU-ACME office and request registration as a CME provider.



Click on 'Register accredited CME/CNE event':



Just fill in the form with all required information and click the **Submit** button.

The event will be automatically registered in the EU-ACME database.

You will receive a confirmation e-mail.

The screenshot shows the EU-ACME website interface. At the top, there is a navigation bar with the logo and menu items: About EU-ACME, CPD/CME/CNE credit system, Medical Professional, CME/CNE providers, and Contact. A user is logged in as Mrs. [redacted].

The main content area is titled "Registration of an accredited CME/CNE event/E-Learning". It contains the following instructions and form fields:

- Is your event accredited and you would like to have it published on the EU-ACME website - please use below form to register your event.**
- To have your event accredited within the EU-ACME programme please go to [Request EU-ACME/ACNE accreditation](#)

The form fields are:

- Event title \***: Enter the official title of your CME event in ENGLISH. Please note that this title will be visible on EU-ACME public web page. Do not use all capital letters and carefully check the spelling.
- Event title in original language**: Event title in original language
- Event type \***: Select an event type (dropdown menu)
- Description**: Description of the event in ENGLISH. Please provide a short description of this event including expected learning outcomes.
- Venue**: Venue
- City \***: City
- Country \***: Select a country (dropdown menu)
- Website \***: URL of the website. Enter the URL of the website of the CME/CNE event or the home page of the CME/CNE provider/organiser.

A sidebar menu on the left includes: Personal Details, Register your CME/CNE/CPD activity, Credit Registry Report, Evaluation of Events/Activities, Request EU-ACME/ACNE accreditation, Register accredited CME/CNE event, EU-ACME/ACNE Membership, Reset password, Contact EU-ACME/ACNE Office, and Manuals/How To's.

## The EU-ACME/ACNE expects the CME/CNE provider to:

- Organise daily attendance control and clearly communicate to participants how attendance control is organized. Participants should at least once a day sign a list of participants or scan the EU-ACME/ACNE membership card. The EU-ACME/ACNE office may assist you in organising the attendance control onsite  
You may request the use of the EU-ACME/ACNE scanners. The scanners will be sent to you free of charge. You will be required to cover the shipping back costs only.
- Distribute among the audience Evaluation Forms, which participants should be urged to complete.
- Deliver, at the end of the programme an Attendance Certificate to participants.  
The certificate should contain the accreditation statement and indicate the number of CME/CNE credits that the participant earned during the event.
- Send (signed) list of attendance and/or scanners to the EU-ACME office after the event.
- Complete and upload the EU-ACME Event Report via MyCME/CNE within 4 weeks after the event.

***“...CME credits are the ‘staples’ of staying in practice and keeping the office doors open.”***