



## REGISTRATION INTRUCTIONS FOR ALL USAFSAM CME STUDENTS

**CME credit is only awarded to DO's, PA's & MD's.**

**IMPORTANT, PLEASE READ:** The Accreditation Council on Continuing Medical Education (ACCME) requires all accredited providers to submit the total number of physician and non-physician attendees. In this regard, all attendees in a CME activity, regardless of discipline and whether or not you want a CME certificate, **MUST** be registered. All registrations must be approved by a CME Planner.

CME Certificates are voluntary however, when the activity is completed, attendees must return to the CME website and complete an evaluation form and request for credit form before the CME certificate may be printed.

Each user needs only one set of logon ID and password for the CME website. Use upper case for your logon ID and passwords are case sensitive. If your logon ID needs to be upgraded or you need registration assistance, please contact your local CME Planner, CME Director or the central CME Office at (210) 565-0651 menu 6.

Learners are only allowed to register **BEFORE** the activity ends. Once the course is completed, the system will automatically remove the activity from the "list of activities" being offered.

1. The query screen (List of Activities Offered) allows you to find an activity. Read the direction at the top of the screen. Use one of the filters to find the activity that you want to register for. (Single, RSS, or Enduring)
2. When you locate the activity, click on the activity title. A new window will appear with information regarding the activity. After reading this information and it appears to be the course you are looking for, click **Register here for this Activity**.
3. A new window will appear with your profile information. Verify that your data is accurate and make any changes as necessary. Scroll to the bottom of the window and click the **Register Now** button.
4. A window will come up thanking you for your registration.

**Please note:** Your registration is not automatically approved and will be in a pending status until the CME Planner approves it. Ensure the CME Planner approves it before the course ends so the system may allow you access to complete your credit form and course evaluation. After the course, come back to this website

<https://education.mods.army.mil/AirforceCME/Default.aspx> to obtain your CME certificate. Click on **Members Portal/Print Certificates** from the home page. Click on "Instructions" for further guidance.