Managing your CME/CE/CPD credits

UpToDate automatically records your usage and lets you easily review and manage the credits earned.

Log in to UpToDate. Click the CME link to manage your CME/CE/CPD credits:

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**Note:** To see if you can use UpToDate to fulfill CME requirements in your country or specialty, please visit www.uptodate.com/cme for the most current list of CME requirements.

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A Step-by-Step Guide

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Earning and Redeeming your CME/CE/CPD credits

EARNING CME/CE/CPD CREDITS

In order to earn CME/CE/CPD credits, you must be a registered user of UpToDate Anywhere with a unique user name and password. This allows UpToDate to recognize you as an individual user within your organization so that CME/CE/CPD credit can be allocated to your account.

If you are not sure if you are registered, please check with your hospital administrator on how to register and log in.

Once registered, log in with your UpToDate user name and password each time you use UpToDate to accrue CME/CE/CPD credit when researching clinical questions.

Clinicians can use the time they spend with UpToDate to fulfill continuing professional development requirements including MOC Part II of several ABMS Member Boards.

REDEEMING CME/CE/CPD CREDITS

Each credit/country has opted to recognize one of two tracking methods. UpToDate offers both of these methods. Visit www.uptodate.com/cme for a current list of accrediting organizations.

Point-of-care learning — tracks research question, topics reviewed, and user documentation of how information was applied in practice.

Time-based tracking system — tracks length of time user spends reading a topic (up to 10 mins per topic per session).

Credits are associated with your account and stay with you if you change organizations. Simply log in with your existing credentials in the new organization to retain your current CME/CE/CPD credits.

Redeem credits for point-of-care learning method:

1. Log in to UpToDate. Click the CME link.
2. Notice that within each month listed there is a column for Potential Credits and a column for Completed Credits.
3. The first step is to move the credits you want to submit from the Potential Credits column to the Completed Credits column.
4. Click the month that contains the credits you want to complete:
   - When you click on a specific month, you will be brought to a screen where you will provide the following information: the type of information you searched and the way you applied this information to your practice.
   - Click the appropriate boxes that best describe your research in UpToDate.
   - Note: If you are using the time based tracking method, the steps will be the same, except you will not be required to document how information was applied in practice.
5. Notice when you complete your selection, the row turns from green to white and the number of credits changes from zero to .5 to indicate these credits are now available for submission.
6. Click the Save button at either the top or bottom of the screen.
7. After you click the Save button, you will be brought back to your Process CME page. Select the Completed Credits you would like to submit.
8. Check the box in the Submit column.
9. After you click “Submit,” you will be brought to the CME Evaluation page.
10. Answer the questions, click Submit.
11. Review the verification page and, if all is correct, click Submit.
12. The CME Confirmation page allows you to View or Print your certificate.
13. Print your certificate and submit it to the appropriate licensing organization or you can save and attach it as a PDF and email it.

You will be brought to the CME Evaluation page where you will be asked to provide answers to several evaluation questions.

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