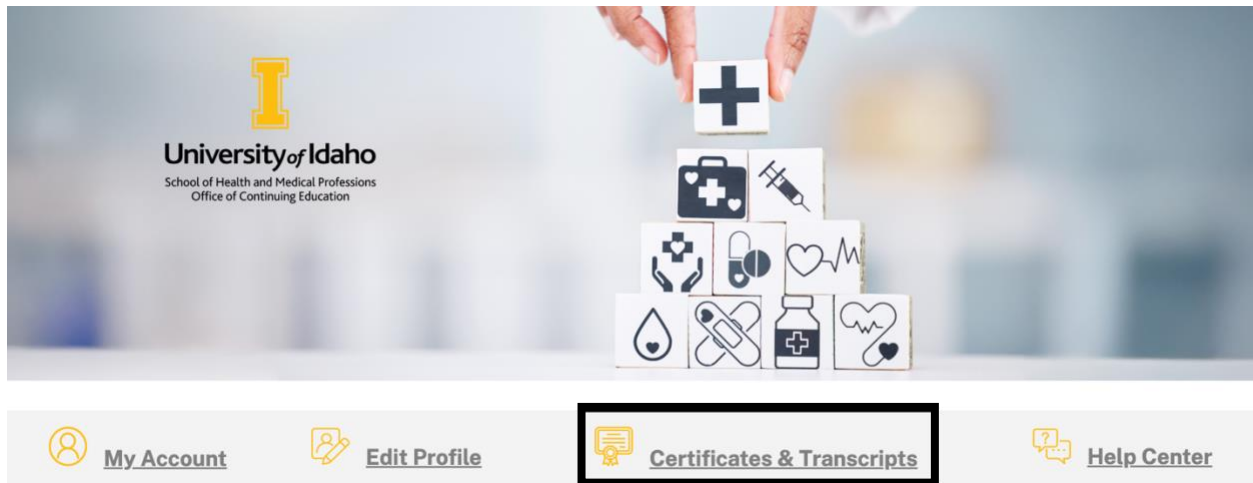




**Step 1:** Visit our homepage and click on **Certificates & Transcripts**: [go.idaho.edu/cme](https://go.idaho.edu/cme)



**Step 2:** If you are not logged in, you will be prompted to do so. Once logged in, you will be re-routed to your activities page. On this screen, you will see a listing of all claimed credit, whether from live/enduring activities (i.e., conferences, online modules) or Regularly Scheduled Series/RSS.

Find the activity you'd like a certificate for and click **Download** under the **Certificate** column.

Completed activities   Pending activities   External credits

Title  Series  Date completed From  To  [Download PDF](#) [Apply](#)

Title	Credit	Credit type	Event date	Date completed	Certificate
Nurse Anatomy Review: The architecture of cardiovascular disease	3.00	ANCC	10/24/2024	10/01/2024	Download
Test Session 08/27/2024 Test Course of Southwest Idaho AHEC Continuing Education	1.00	AMA PRA Category 1 Credit™	08/28/2024	09/05/2024	Download

### Additional Filters:

1. To filter for credit claimed from a specific live/enduring activity: Enter the title in the **Title** field and click **Apply**. Your claimed certificate will be available under the **Certificate** column, as pictured in the gold box below.
2. If you know the date that you completed the activity you can use the date ranges to filter on this as well.

Completed activities   Pending activities   External credits   Activity applications

Title	Series	Date completed From	Download PDF
		To	
			Apply

### Credit Tips:

- Certificates for live/enduring activities populate once you've actively claimed credit. Certificates do not populate automatically. You will need to complete a credit-claiming process to generate a certificate.
- Certificates/Transcripts are permanently stored in your account. Once you have claimed credit, your certificates and transcripts will always be available in your account. Retrieve copies at any time!

### NEED FURTHER ASSISTANCE?

For additional questions and assistance, contact us at: [shamp-ce@uidaho.edu](mailto:shamp-ce@uidaho.edu)