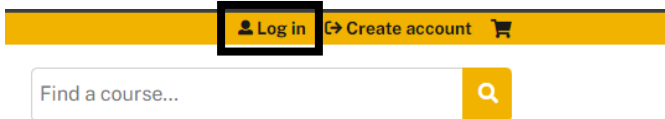
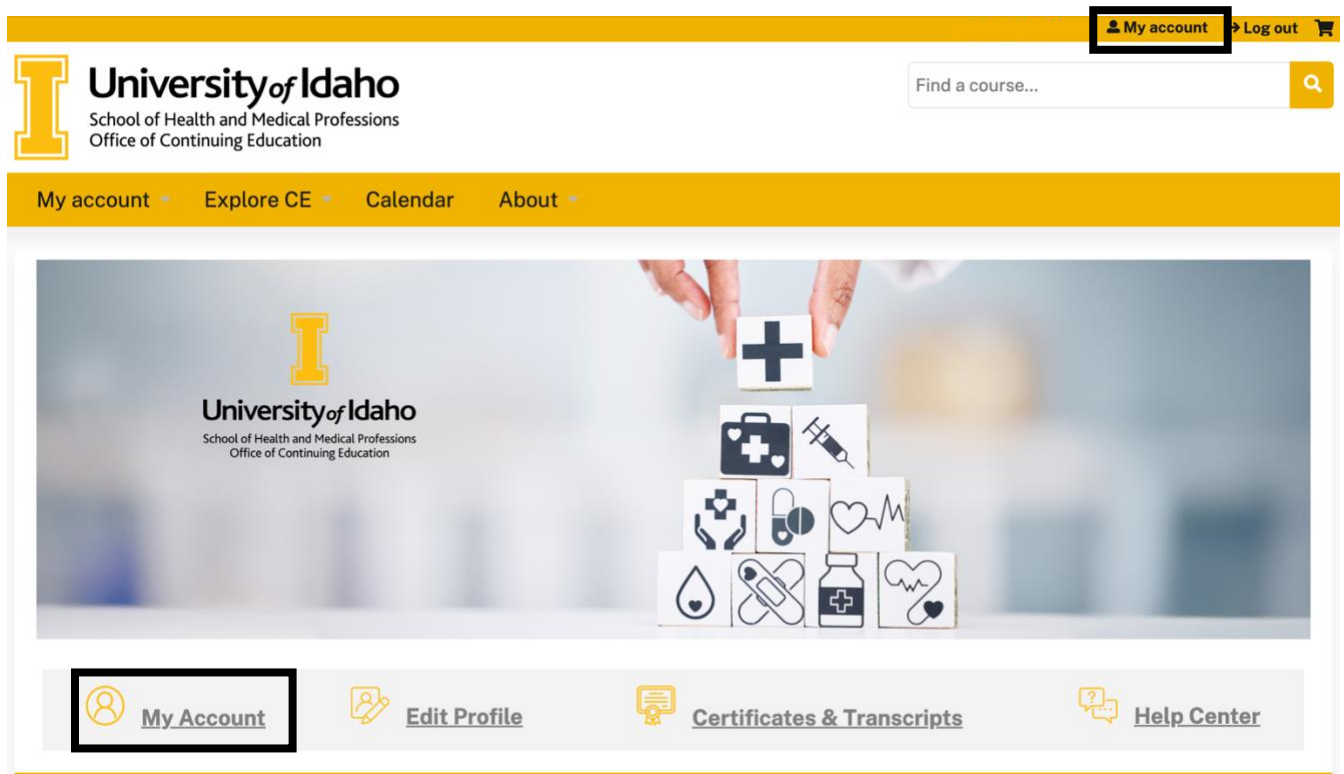




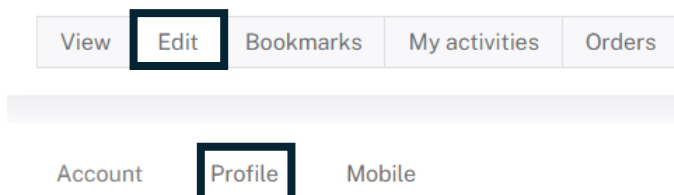
**Step 1:** Visit [go.idaho.edu/cme](https://go.idaho.edu/cme) and log in with the credentials that apply to you.



**Step 2:** Click **My Account** on the top right of the page or from the navigation bar on the home page.



**Step 3:** Click **Edit** then click the **Profile** tab.





**Step 4: Scroll to the Board certification and licenses section.**

**Board certification and licenses**

Please use this section to record professional licensure information that may be reported externally to professional boards. (example - Maintenance of Certification credit, ACPE credit, etc.)

**Specialty board**

Select a board or license type from the list.

**Board or license ID**

Enter your board or license ID.

Remove

Add another

**Step 5:** Type in or select your specialty board(s) from the **Specialty Board** dropdown and provide your board, license id, or diplomate number in the accompanying **Board or license ID** field. Select **Add another** if you would like to add additional board, license id, or diplomate information.

Please verify the information you have provided in the **Date of Birth** field that appears above the **Credentials** field is correct. If this is not correct it will cause information submitted for licensure or other purposes to be rejected by those organizations.

**Date of Birth \***

This is a required field for certain credits. Please enter your birthdate.

**Month \***

**Day \***

If you do not know your diplomate number, you may be able to locate it by searching on the specialty board's website (lookup links below) or by logging into your account. If you cannot locate it, please get in touch with your board, as we cannot obtain it for you.

- Lookup tools:
  - [American Board of Allergy and Immunology](#)
  - [American Board of Anesthesiology](#) – Contact your board directly
  - [American Board of Family Medicine](#)
  - [American Board of Internal Medicine](#)
  - [American Board of Nuclear Medicine](#) – Contact your board directly
  - [American Board of Pediatrics](#)
  - [American Board of Physical Medicine and Rehabilitation](#)
  - [American Board of Preventive Medicine](#)
  - [American Board of Psychiatry and Neurology](#)
  - [American Board of Radiology](#)
  - [American Board of Thoracic Surgery](#) – Contact your board directly
  - [American Board of Urology](#)
- [National Association of Boards of Pharmacy](#) – For pharmacists, to locate your NABP\_ePIN number.

**NEED FURTHER ASSISTANCE?**

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

Last updated 04/03/2025