







Step 1: Select Create account on the upper right-hand side of our homepage:  
[go.idaho.edu/cme](https://go.idaho.edu/cme)

 Log in  Create account 



Step 2: Begin profile creation by inputting your e-mail address and creating a secure, memorable password.

**E-mail \***

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is wish to receive certain news or notifications by e-mail.

## Password Requirements

- Password must contain at least one uppercase character.
- Password must be at least 7 characters in length.
- Password must not contain the username.
- Password must contain at least one digit.

Provide a password for the new account in both fields.

**Password \***

Password quality:



**Confirm password \***

Step 3: Complete your profile information.

**Prefix**

**First name \***

**Middle name**

**Last name \***



Provide the correct information in the Profession filed. This field will determine the credit type you are eligible for.



**Profession \***

Nurse

Dietetic Technician Registered

Education Professional

First Responder

Health Professions Student

Law Enforcement/Corrections

Medical Assistant

Nurse

## Credit Types and Corresponding Professions

Please see below a few examples of corresponding degrees by credit type.

AMA PRA Category 1 Credits™	Physician
ANCC (CNE credit)	Nurse, Nurse Practitioner
ACPE Pharmacists (CPE Credit)	Pharmacists
ACPE Technician (CPE Credit)	Pharmacy Technician
AAPA CME	Physician Assistant
APA	Psychologists
Social Worker Counselor Education Professional Alcohol & Drug Counselors	Continuing Education Credit*
Other	Continuing Education Credit*

\* The credits listed above are approved for Continuing Education or Continuing Medical Education purposes, meeting licensure, re-licensure, or other professional development requirements only. They do not count as University of Idaho undergraduate or graduate credits.

Board certification and licenses field is *not optional* for physicians seeking to claim MOC credit or for Pharmacists seeking ACPE credit. Diplomate numbers or NABP\_ePIN number and date of birth\* are required for reporting MOC and APCE credit.

### 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.

-None-

#### Board or license ID

Enter your board or license ID.

Remove

Add another

\* Please verify the information you have provided in the Date of Birth field that appears above the Credentials field is correct.

#### Date of Birth \*

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

#### Month \*

Mar

#### Day \*

4



Step 5: Complete the CAPTCHA and select Create New Account. Your profile will be created!

### **CAPTCHA**

This question is for testing whether or not you are a human visitor and to prevent automated spam submissions.

#### **Math question \***

Solve this simple math problem and enter the result. E.g. for 1+3, enter 4.

4 + 6 =

[Create new account](#)

Mobile numbers are required to claim credit for RSS (i.e., grand rounds, tumor boards, etc.). Attendance and credit can only be claimed by texting in via your confirmed mobile number.

To add a mobile number please see our How-to Add or Edit Your Mobile Number help document [here](#).

### NEED FURTHER ASSISTANCE?

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