EMORY UNIVERSITY SCHOOL OF MEDICINE

CONTINUING MEDICAL EDUCATION
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How to Claim CME Credit and Access CME Certificates

Online and text claiming instructions for Emory CME activities

Important: Attendees have 7 days from the end of the event to claim CME credit. Credit may not be available after the claiming period closes.

Emory CME uses CME Tracker to document attendance, issue certificates, and maintain CME transcript records. Certificates claimed by text or through the online portal are stored in your CME Tracker profile.

1. Create or Access Your CME Tracker Account

Go to https://med.emory.edu/education/cme and select Find CME Activities and Materials. Sign in with the email address connected to your CME online registration profile.

- If needed, enter your email and select Forgot Password to reset your password.
- New users should input their information, select 'Create Account' & follow the additional prompts to do so

2. Claim Credit for a CME Activity

Use the activity-specific instructions provided at the end of your session. You will need the activity code or 5-digit Session ID that should be provided to you by your Program Coordinator.

Option A: Claim by Text

First-time setup: Text your CME Tracker email address to 833-705-1500. This is a one-time setup.

- Text CERTIFXXXXX to 833-705-1500.
- Replace XXXXX with the 5-digit Session ID. Example: CERTIF12345.
- Click the link in the reply to complete credit claiming.
- Confirm the code and select Submit.

Option B: Claim Online

- Go to https://med.emory.edu/education/cme.
- Select Find CME Activities and Materials.
- Sign in to your CME Tracker profile.
- Follow the activity-specific credit claiming instructions.
- Submit your claim within 7 days of the event ending.

After submitting, your certificate will be available in your CME Tracker profile.

3. Retrieve Certificates and Transcripts

View or Print Past Certificates

- Sign in through Find CME Activities and Materials.
- Select the Past Certificates & Credits tile.
- View, download, or print certificates collected through CME Tracker.

Access Your CME Transcript

For a complete CME transcript, sign in to your CME Tracker profile through Find CME Activities and Materials. Your profile includes CME activity history, transcript information, and certificates available through CME Tracker.

Need help? Contact the Emory University School of Medicine Office of Continuing Medical Education at **CME@emory.edu**