

CONTINUING EDUCATION INSTRUCTIONS

1. Attend/participate in the educational sessions that offer your type of credit (see the “CE certified by” list below session titles in the directory) and review all course materials. **For APA, GA Bar and GA POST, you must sign the attendance sheet in every session for which you want to claim credit.**
2. **Complete electronic evaluation forms by May 31, 2016**, as follows:
 - A. Please direct your browser to www.cmeuniversity.com to complete your evaluation and print your own statements of completion! The online evaluation process will open **March 31, 2016**.
 - B. On the main page, under the Member Login section located on the left hand side of the screen, click on the link “Create New Account.” You will be directed to a new page. Under the section labeled “New Users,” please type in your email and a desired password and click on the button “Create Account.” You will be asked to set up your profile on this next screen.
 - C. Once your profile is complete and you have clicked the “Save” button at the bottom of the screen, on the left-hand side is a section labeled Course Links, click on “Find Post-test/Evaluation by Course” and search by the appropriate Course ID:

TYPE OF CREDIT	MAXIMUM HOURS	COURSE ID
AMA (physicians)	13.0	11582
AAFP (family physicians)	10.5	11582
ACPE (pharmacist)	13.0	11121
ANCC (nurse)	12.6	11121
ADA (dentist)	7.5	11121
APA (psychologist) – MUST SIGN IN EVERY SESSION	13.0	11121
NASW (social worker)	13.0	11121
NBCC (certified counselor)	13.0	11121
CHES/NCHES (health educators)	13.0	11121
NAADAC (addiction professional)/Prevention Professional (through NAADAC)	13.0	11121
GA POST Council (law enforcement) – MUST SIGN IN EVERY SESSION	13.0	11561
GA Bar* (CLE) – MUST SIGN IN EVERY SESSION	13.0	11560
Other**	13.0	11582

* Members of the Georgia Bar are not required to complete the electronic evaluation. Lawyers who want a certificate to request CLE in another state should complete the electronic evaluation.

** For professions not listed, follow the AMA instructions and select “other” to obtain an attendance certificate that shows the activity was designated for AMA PRA Category 1 Credits™. You may present this to your CE governing body to obtain credit for your participation.

- D. Based upon the type of credit you are claiming, a list of sessions will appear. Please click on the session(s) that you want to claim for credit. You must complete an evaluation for each session you are claiming credit. Upon successfully completing the activity evaluation, your certificate will be made available immediately.
 - i. For pharmacists, transcript information will be available at www.mycpemonitor.net immediately. Processing credit requests online will reduce the amount of paper used by nearly 100,000 sheets per year.

Tip: If you do not receive the email(s), please check your spam file. You will receive your certificate from CEcertificate@pimed.com.

The electronic evaluation portal will remain active through 11:59 pm ET on May 31, 2016.

APA, GA Bar and GA POST: You must sign the attendance sheet in every session.