

CME TRACKING AND RECEIVING | CME TRANSCRIPT

The Society uses AHN as our CME credit guarantor. The AHN Department of Credentialing provides members the opportunity to obtain their CME transcript after each meeting. In order to receive CME Credit:

- All attendees **MUST sign-in** to verify they attended the meeting.
- Evaluations forms will **NOT** be distributed at each meeting. This will be facilitated on-line ONLY.
- After the meeting - attendees will receive an email from AHN indicating the evaluation is ready to access (allow 2-3 days for email from date of meeting).
- **All CGGS meeting attendees must create an account in the AHN Continuing Medical Education website.**

To Establish / Create your Account

- Visit <https://cme.ahn.org>
- Click on “Register” in the top right-hand corner:
- Complete the required information
- **Email – Please use an email that you frequent as the email you designate will be used to send the evaluation link after each meeting.**

To access & complete your Evaluation after the program

- Visit <https://cme.ahn.org>
- **Top Right hand corner click on: Non-Employee/Visitor Log-in**
- Login with your username and password
- Once you Login, there will be a “Pending Activity” notification and link to complete the evaluation.
- Proceed with completing and submitting the evaluation
- You will be able to access your transcript at this time

To Access your CME Transcript:

- In order to access your CME Transcript, you must complete the evaluation first (See “Completing Your Evaluation After Each Meeting” instructions above)
- Visit <https://cme.ahn.org>:
- **Top Right hand corner click on: Non-Employee/Visitor Log-in**
- Login in with your username and password
- At the home page, you may access your transcript by clicking on “MY ACCOUNT” TAB at the top of the page.
- A series options will appear – click on “MY TRANSCRIPT”

EXAMPLE: Home page of AHN Continuing Medical Education website.

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