

IPCE Department | Trinity Health

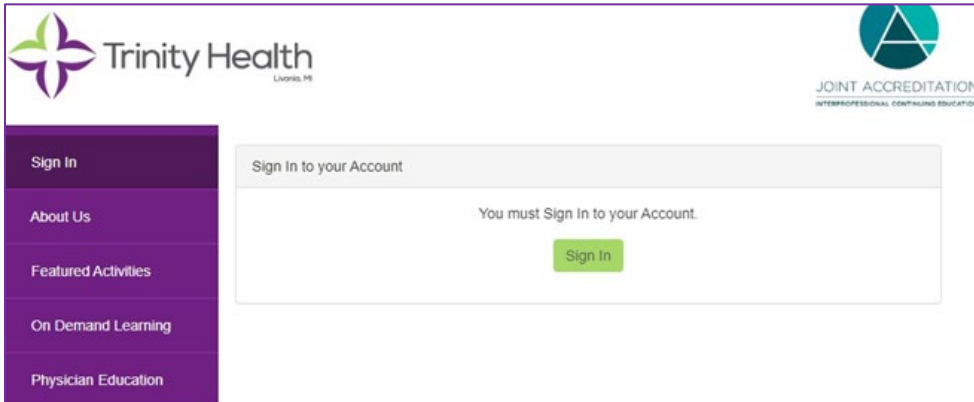
How to Create a CME Tracker Profile and Claim Credits

A Guide for Learners

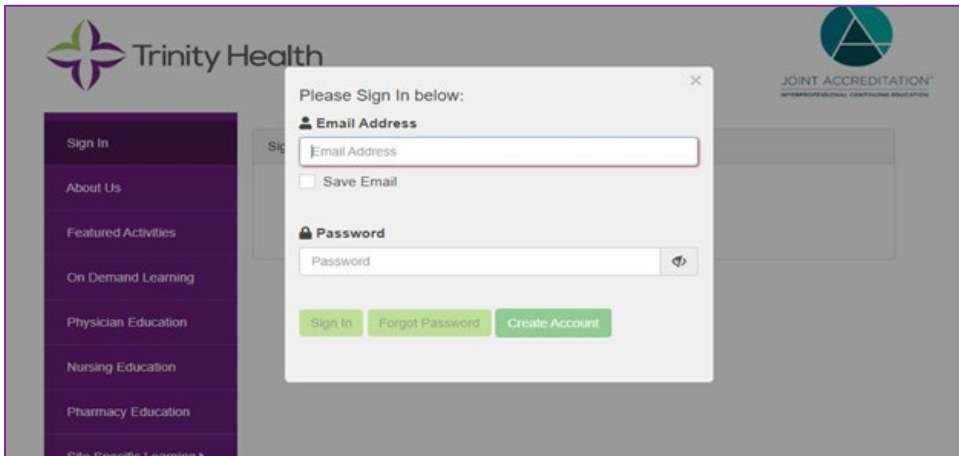
Creating An Account

Access: [Publisher Portal](#)

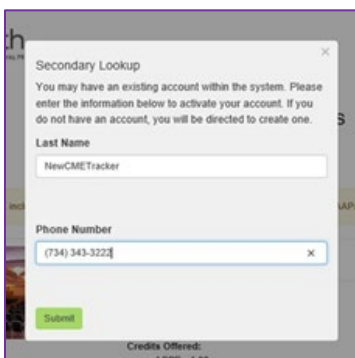
1. Select the “Sign In” option



2. Enter your email address and select “Create Account”



3. The below screen will appear as a secondary verification to ensure you do not already have an account. Enter your last name and phone number and select “Submit”



If no account is identified, you will see the option to “Continue”

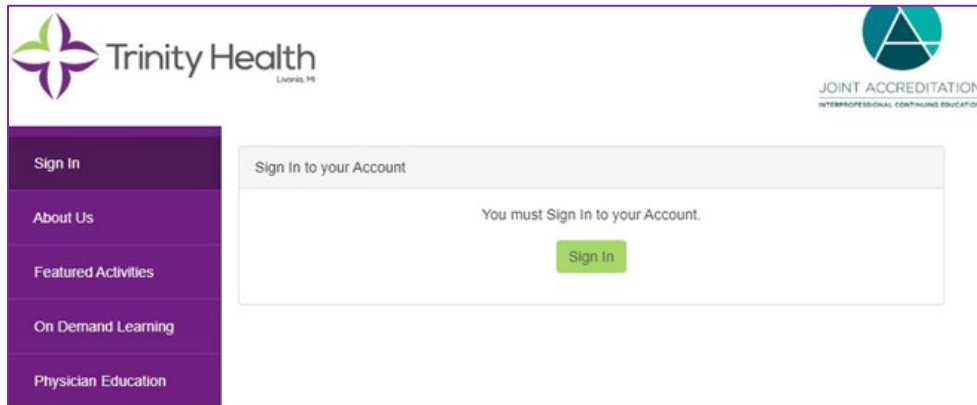
4. Complete all asterisked areas of the profile, including Credentials, Specialty, Subspecialty, License Number and Date of Birth

- Select your role from the drop-down menu
- Choose the option to “Save Profile”

Claiming Credits

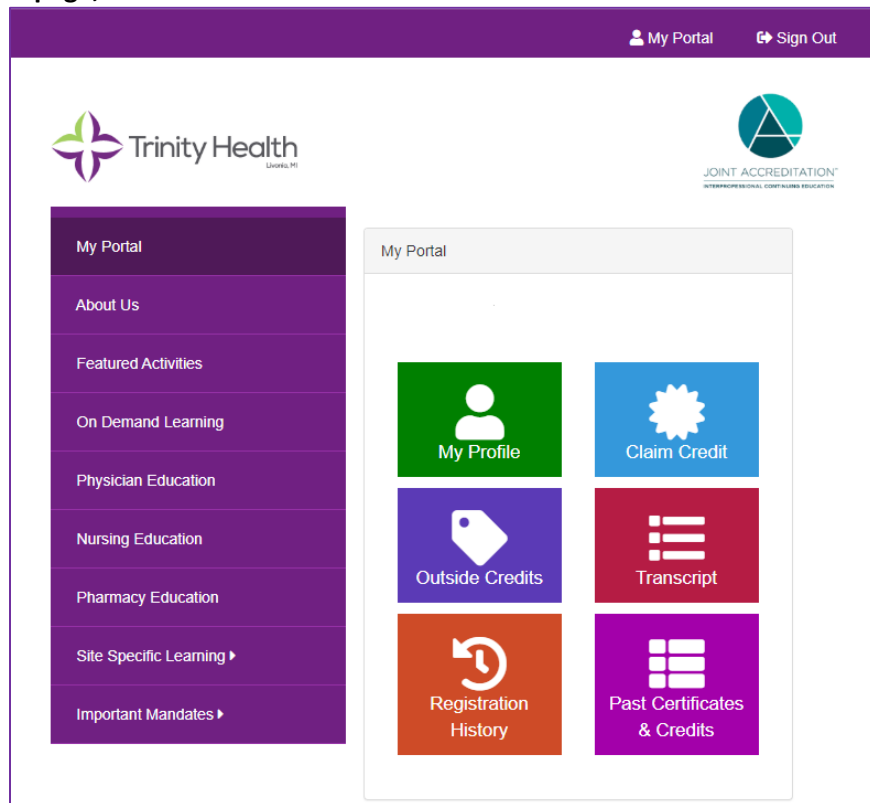
Access: [Publisher Portal](#)

1. Select the “Sign In” option



2. Sign in using your email address and password.

3. From your Portal page, select “Claim Credit”



4. Enter the Event ID and choose "Submit"

- a) At this point you may be routed to a course evaluation form – complete the evaluation and select the “Submit” button
- b) You will see the below screen. **Select the link to continue logging your credit**

- c) You will be redirected to the “Certificate” screen.

- Select the appropriate credit type from the drop-down menu (if you select “Allied Health” you will not receive credit but will receive a certificate of completion)
- Indicate the number of hours you wish to claim in xx.xx (1.00) format

[Type here]

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PRO TIPS

IPCE includes the following disciplines: AMA PRA – American Medical Association Physician (credit) Recognition Award; ANCC – American Nurses Credentialing Center; ACPE - American Council for Pharmacy Education; AAPA – American Academy of Physician Assistants; APA - American Psychological Association; RD – Registered Dietician; ASWB – Association of Social Work Boards

Print a Transcript to see all credits rather than multiple certificate

Allied Health Members will earn a Certificate of Completion which may be submitted to your accrediting body.

1 Credit = 1 Hour of Learning
