

REQUIREMENTS FOR SUCCESSFUL COMPLETION OF A CME PROGRAM

CME CREDIT:

Hartford HealthCare Professional Education will issue CME credit and certificates ONLINE ONLY. Physicians will receive *AMA PRA Category 1 Credit™*. All other participants will receive contact hours for participation in an equivalent number of hours of *AMA PRA Category 1 Credit™* education.

Steps for obtaining your credit and certificate:

- ALL CME CREDIT MUST BE CLAIMED WITHIN 28 DAYS OF THE END THE LEARNING EVENT.
- Access the Hartford HealthCare Continuing Medical Education Portal at <https://cmetracker.net/HHC/Login?formname=regLoginProfileSSO>
- Enter your email address and password for your CME Portal account.
 - If you are a new user, create an account by entering an email and clicking the grey *Create Account* button on the bottom of the page.
 - If you forgot your password, click on *Forgot Password?* underneath the password box.
- Ensure the accuracy (or complete) the Profile information and *Continue*.
- To claim credit for the education you attended, click *View CME Calendar to Claim CME Credits*.
- Locate your program using a keyword or scroll through the events.
- All conference participants MUST complete an evaluation before claiming CME credit and printing a certificate.
- All credit will also be transferred to a transcript and kept on file for a minimum of 6 years. Participants may access and print their transcript at any time by logging onto the HHC CME Portal.

Please contact ContinuingEd@HHCHHealth.org with any questions.