

1st Annual UMCP Provider Education Symposium

Saturday, October 28, 2023

INSTRUCTIONS ON HOW TO RECEIVE CREDIT

In order to receive IPCE Credit, *AMA PRA Category 1 Credit™* or Attendance hours for non-physician, attendees must:

1. Attend the Symposium on Saturday, October 28, 2023. – ***Be sure to electronically sign in.***
2. Log into “My Portal” on the TTUHSC CAICME website – This is a direct link to the “My Portal” <https://cmetracker.net/TTUHSC/Publisher?page=pubOpen&nc=1008789299#/myPortal>.

Or scan code below:



- You have been registered for this conference in the TTUHSC CAICME database system and you already have a record in our system.
 - As you log-in to **My Portal** there will be directions regarding signing in to your account. The email address you received the registration confirmation email for this conference is associated with your records. Be sure to use that email address.
 - If you have never accessed your records, you will need to set a password. If you have set one previously, but don't remember what it is, select “Forgot Password”. If you are unsure about how to proceed, please contact the TTUHSC CAICME (806-743-2929) before creating a new record/account.
 - Once logged in, please take a few minutes to update your profile information in the system. You will find that in the “My Profile” section. Please note that you will not be able to save your profile until you have completed all of the required fields.
1. After updating your profile, please click on the blue **Evaluation/Certificates** tile. This will take you to the conference evaluation. Enter Activity Code: **37387**. If you do not see the tiles, click on **My Portal** in the left navigation bar and the tiles will come up.
 2. After completing the evaluation, you will be able to claim your credits on the Certificate Preparation page and print a certificate. Be sure to click on the box beside the session you attended and enter the amount of credit you claim for that session based on your participation. The total amount of credit entered will be calculated at the bottom of the form.
- **Please note:**
 - Speakers/Presenters may not claim credit for their own presentations.
 - The Office of CME reserves the right to adjust credit awarded as needed, should ineligible credit be claimed.
 - **If you do not choose to claim credits and print a certificate**, please complete the evaluation anyway and on the very last slide of the evaluation make this selection: **“To exit the survey and see upcoming TTUHSC CAICME activities”**. You will be taken to the TTUHSC CAICME website and you will not receive credit or print a certificate.

The evaluation will be available until 11:59 PM on Sunday, November 28, 2023. After this date, if you have not claimed your credit, please contact the TTUHSC CAICME for an alternate method for claiming credit. **Should you have problems accessing the evaluation, please contact the TTUHSC CAICME at cme@ttuhsc.edu.**

Transcripts Request Information

The TTUHSC CAICME maintains transcripts of credits earned by attendees at conferences and other activities certified by Texas Tech University Health Sciences Center. Transcripts may be requested by:

- Visiting our website – www.ttuhsc.edu/medicine/continuing-medical-education . On the home page there is a link to request a transcript.
- Log in to the “My Portal” section of the website to print a copy of your transcript for a specific date range. Click on the maroon “Transcript” tile and enter the date range you would like to access. If you have problems accessing the “My Portal”, please contact the CME Office at 806-743-2929.
- Send your name, address, and period of time for which you are requesting a transcript in writing to:

Texas Tech University Health Sciences Center | Office of Continuing Medical Education
3601 4th Street STOP 7113 | Lubbock, Texas 79430-7113