

Continuing Education Tracker LIVE How-To Guide

You will receive an email (the email that is associated with your AMI member account) with your login information for CE Tracker LIVE (CETL). Enter those credentials on the [CETL Login Page](#).

If you did not receive an email, please reach out to hq@ami.org and we will be happy to create an account for you.

Continuing Ed Tracker Main Menu | Logout

You are not logged in. Please click here to log in.

My Home Page | Licenses and Renewals | Courses | Upcoming Courses | Search and Reports

Please Login

Account Name:

Email Address:

Password:

[Forgot Password](#)

Upon logging in, you will be directed to your User Home Page where you can see your contact information, current/active licenses, and courses.

Members are highly encouraged to change their passwords for security purposes. To change your password (we suggest using the same credentials as your AMI Member Profile), select Manage/Edit User Profile and then Change Password. Enter your old password (the one sent via email) and then enter and confirm your new password and click Submit.

Continuing Ed Tracker Main Menu | Logout

You are logged in as Kaitlyn Mathews
If this is not correct, please click here to log out.

My Home Page | Licenses and Renewals | Fellow Points | Course Attendance | Upcoming Courses | Search and Reports

User Home Manage/Edit User Profile

Status: Active Preferred Contact Information

Name: Kaitlyn Mathews
Company: AMI
Work Phone:

Credentials: MA
Address: 201 East Main Street Suite 1405
Secondary Phone:
Email: kmathews@amrms.com

City, State Zip: Lexington KY 40507
Country: USA
Profession:
Date Added: 08/30/2022

User Type:
Date of Last Update:

Notes:

Current and Active Licenses Manage Licenses

There are no licenses listed in the database.

Courses Manage Courses

Date	Course Title	Credits Earned	Details
09/09/2022	Multi session course	3.00	
09/09/2022	test course	2.00	
09/09/2022	test kbm	1.00	
07/20/2022	test	9.00	

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Edit User

[Return To User Home](#) Change Password

User Information

***Required Fields** Status: Active Inactive Added: 08/30/2022

Prefix:

*First Name:

Middle Name:

*Last Name:

Credentials: (e.g. PhD, Esq.)

Company:

Profession:

User Type:

Contact Information

Checking Your License

Under the Licenses and Renewal tab, you should see CMI associated with your account. On this page, you can see if your requirements for renewal have been met and the renewal and expiration dates. You may also select the magnifying glass icon under Details where you can see your credits received and needed for each category. By clicking Show under the Details Column, you can see which completed courses are affiliated with the credit hour categories.

Please Note: Your license requires 14 credits in Art and 14 credits in Biomed and a total of 35 credits. After your Art and Biomed requirements have been met, you can fulfill the remaining requirements with additional Art and Biomed credits or with Business/History credits. When a course is logged in CETL, the number of credits received is technically applied twice – once for the CE category requirements and once for the total needed. For example, if you are logging a course for 1 hour for Art credits, it is applied to the Art requirement and it is also applied to the Total Needed to meet the license requirement, so it will appear twice. Rest assured, the activity and its credits are only being logged once.

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License Details

[Add Credits Received](#) | [Return To My Home Page](#)
[Find Credits Received That Apply To This License](#)

CMI - [Print Report](#)

License No: 12345 Renewal Frequency: 5 Year(s)
Date Renewed: 01/01/2022 Renewal Basis: Anniversary Date
Expiration Date: 12/31/2027

Renewed	Expires	Credit Type	Credits			Details
			Needed	Received	Fulfilled	
Optional Credits						
01/01/2022	12/31/2027	Business	0.00	1.00	Yes	Show
01/01/2022	12/31/2027	History	0.00	1.00	Yes	Show
Required						
01/01/2022	12/31/2027	Art	14.00	1.50	No	Show
01/01/2022	12/31/2027	Biomed	14.00	2.50	No	Show
01/01/2022	12/31/2027	Total of All Credits	35.00	6.00	No	Show

Logging an Already Approved Course

Visit the Course Attendance Tab. You can search for a particular course using keywords in the search bar or by date and then selecting Find. You may also scroll through the list of available courses using the down arrow on the select courses box. When you've found the course you'd like to log, simply click to highlight it, enter the date attended only if it's different than the event date. Answer the three questions and select Continue.

Course Attendance

[Return To My Home Page](#)

Claim A Course

To claim a course, select it from the list of approved activities below, fill in the remaining fields, and click Continue.
Use the search fields to filter the list. If your activity has not been approved yet, you may request the CE Committee review it by [clicking here](#).

Find An Existing Course

Ongoing: After Before

Search: Course Date:

[Clear Search](#)

Select Course:

-Select Course-

A week-long course that has started but not ended, Oct 4-11 - good instructor - 6.00 Art Credits Available - 10/04/2022

An activity in the future - Nov 1 - good instructor - 4.00 Business Credits Available - 11/01/2022

An activity less than 30 days ago - Oct 1 - good instructor - 1.00 Biomed Credits Available - 10/01/2022

An activity more than 30 days ago - Aug 1 - good instructor - 2.00 Art Credits Available - 08/01/2022

Date Attended:
 (Use only if date attended is different than the Event Date.)

Please answer the following required questions about the completed activity.

*1. Did the instructor and course material meet the stated objectives?
 Yes No

*2. Were the facilities and environment conducive to learning?
 Yes No

*3. Would you recommend this activity to other CMIs?
 Yes No

Comments

After clicking Continue, you will be brought to the Course Details page where you can confirm all of the information submitted and see how the course applies to your CMI credits. **Be sure that it says "Yes" under the attended column.** If it does not, click on the "No" and it will automatically update.

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My Home Page | Licenses and Renewals | Fellow Points | **Course Attendance** | Upcoming Courses | Search and Reports

Course Details

[Return To My Home Page](#)

Click Apply or Remove to apply or remove credits under the License Requirements Show button. ⓘ

Course Information [Print Report](#)

Title: Activity Within the Last 30 Days Test
[Edit](#) Begin Date: 10/24/2022
 Sponsor:
 Description:

1. Did the instructor and course material meet the stated objectives? Yes
 2. Were the facilities and environment conducive to learning? Yes
 3. Would you recommend this activity to other CMI's? Yes
 Comments:

Session/Credit Information

Registered	Date	Credit Type	Credits	Attended	License Requirements	Edit
Yes	10/24/2022	Biomed	2.00	Yes	Show	<input type="checkbox"/>

Renewed	Expires	Credit Type	Total Credits Needed	Total Credits Received	Applied This Session	Meets Requirement
CMI						
Optional Credits						
01/01/2022	12/31/2027	Business	0.00	1.00		No
01/01/2022	12/31/2027	History	0.00	1.00		No
Required						
01/01/2022	12/31/2027	Art	14.00	1.50		No
01/01/2022	12/31/2027	Biomed	14.00	4.50	2.00	Yes
01/01/2022	12/31/2027	Total of All Credits	35.00	8.00	2.00	Yes

If you attempt to log a course that is older than 30 days, you will get an error message. If you believe this is in error, please email hq@ami.org with details.

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Course Attendance

[Return To My Home Page](#)

Claim A Course

To claim a course, select it from the list of approved activities below, fill in the remaining fields, and click Continue.
Use the search fields to filter the list. If your activity has not been approved yet, you may request the CE Committee review it by [clicking here](#).

Error: Date entered is too far in the past. To receive credit, you must always claim activities within 30 days of attendance.

If you get this error message, Select Clear Search before trying to log another course.

If it is a multi-session course and you did not attend all sessions, you can add or remove the sessions you attended or did not attend by selecting Yes or No in the Attended column.

Course Details

[Return To My Home Page](#)

Click Apply or Remove to apply or remove credits under the License Requirements Show button.

Course Information
[Print Report](#)

Title: Multi session course - test

[Edit](#) Begin Date: 10/24/2022

Sponsor:

Description:

1. Did the instructor and course material meet the stated objectives? Yes
2. Were the facilities and environment conducive to learning? Yes
3. Would you recommend this activity to other CMIs? Yes

Comments:

Session/Credit Information

Registered	Date	Session Title	Session Time	Credit Type	Credits	Attended	License Requirements	Edit
Yes	10/28/2022	Session 3 - History		History	1.00	Yes	Show	

Renewed	Expires	Credit Type	Total Credits Needed	Total Credits Received	Applied This Session	Meets Requirement
CMI						
Optional Credits						
01/01/2022	12/31/2027	Business	0.00	2.00		No
01/01/2022	12/31/2027	History	0.00	2.00	1.00	Yes
Required						
01/01/2022	12/31/2027	Art	14.00	2.00		No
01/01/2022	12/31/2027	Biomed	14.00	5.00		No
01/01/2022	12/31/2027	Total of All Credits	35.00	11.00	1.00	Yes

Registered	Date	Session Title	Session Time	Credit Type	Credits	Attended	License Requirements	Edit
Yes	10/24/2022	Session 1 - Art Part		Art	0.50	Yes	Show	

Renewed	Expires	Credit Type	Total Credits Needed	Total Credits Received	Applied This Session	Meets Requirement
CMI						
Optional Credits						
01/01/2022	12/31/2027	Business	0.00	2.00		No
01/01/2022	12/31/2027	History	0.00	2.00		No
Required						
01/01/2022	12/31/2027	Art	14.00	2.00	0.50	Yes
01/01/2022	12/31/2027	Biomed	14.00	5.00		No
01/01/2022	12/31/2027	Total of All Credits	35.00	11.00	0.50	Yes

Submitting a Course for Approval

Under the Course Attendance tab, you may submit a CMI CE Eligibility Form by selecting "Click here" in the opening paragraph.

The screenshot shows the 'Continuing Ed Tracker' header with a 'Main Menu | Logout' link. Below the header is a navigation bar with tabs: 'My Home Page', 'Licenses and Renewals', 'Fellow Points', 'Course Attendance', 'Upcoming Courses', and 'Search and Reports'. The 'Course Attendance' tab is active. Below the navigation bar is a box titled 'Course Attendance' with a link 'Return To My Home Page'. Underneath is a section titled 'Claim A Course' with the following text: 'To claim a course, select it from the list of approved activities below, fill in the remaining fields, and click Continue. Use the search fields to filter the list. If your activity has not been approved yet, you may request the CE Committee review it by [clicking here](#).' The link 'clicking here' is highlighted with a red box.

You'll be brought to the CMI CE Eligibility Form where you'll be asked to submit all of the information about the course for which you'd like to receive credit. It will be reviewed by the CE Committee and if approved, you will receive your credits. If the committee needs additional information, they will reach out. You can also submit multiple courses for approval by downloading, filling out, and then emailing the submission template to the CE Committee chair, Kaitlin Lindsay at kaitlin.lindsay@gmail.com.



CMI CE Eligibility Form

Use this form to request determination of CMI CE eligibility for an educational activity. Once submitted, the information you enter will automatically be sent to the Continuing Education Committee for review. You will be notified of approval or rejection within 2 weeks. Approved activities will be added to the course list where any CMI may claim CE credit.

If you prefer to complete a spreadsheet for multiple live events (such as lectures or workshops at a conference) you may do so by downloading this [CMI CE submission template](#). Please email completed templates to kaitlin.lindsay@gmail.com.

*Name: First Last
Company:
*Email:
Phone:

Activity Information

*Provider Name:
*Activity Name:
*1-3 Sentence Activity Description:
*Instructor Name:
*Activity Website Link:

Activity CE

To be eligible for CE, activity must be at least half an hour long (0.5). Please enter the total contact time with the learning material, not including breaks or mealtimes. At least one classification with contact hours must be filled in. Activity contact hours can also be split into multiple classifications.

*Activity Classification:
*Activity Contact Hours: