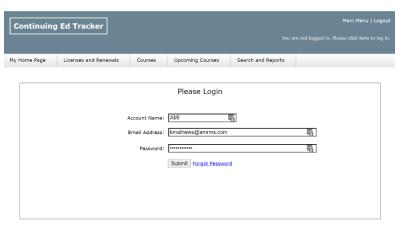
Continuing Education Tracker LIVE How-To Guide

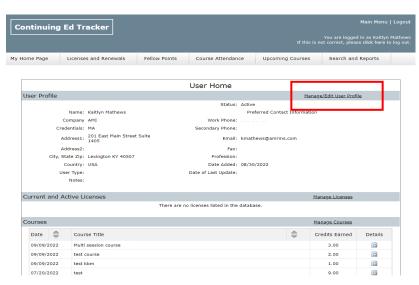
You will receive an email (the email that is associated with your AMI member account) with your login information for CE Tracker LIVE (CETL). Enter those credentials on the <u>CETL</u> Login Page.

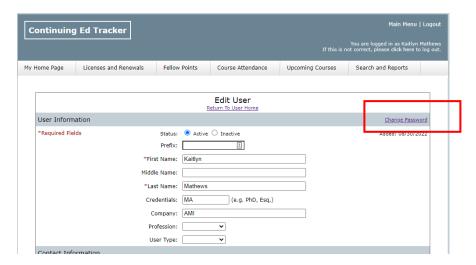
If you did not receive an email, please reach out to hq@ami.org and we will be happy to create an account for you.



Upon logging in, you will be directed to you 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.

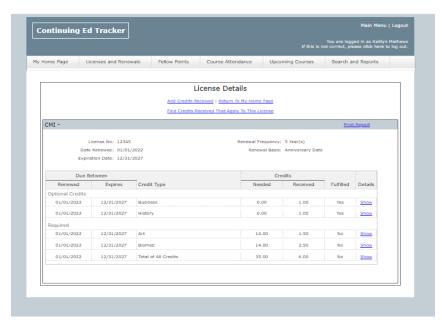




Checking Your License

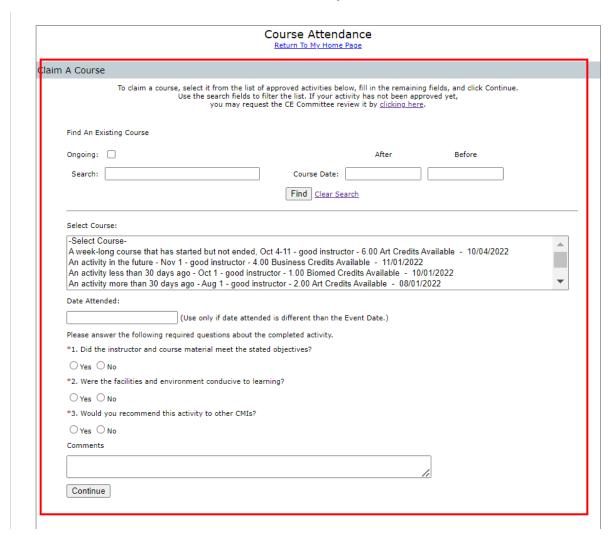
Under the Licenses and Renewal tab, you should see CMI associated with your account. On this page, you can see if your requirements for renewal have been met and the renewal and expiration dates. You may also select the magnifying glass icon under Details where you can see your credits received and needed 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.

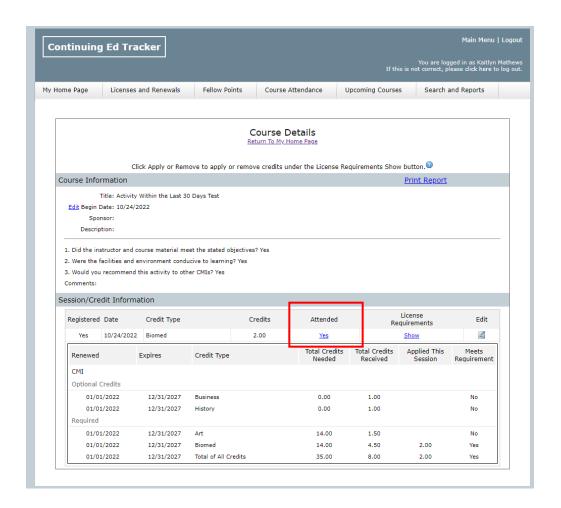


Logging an Already Approved Course

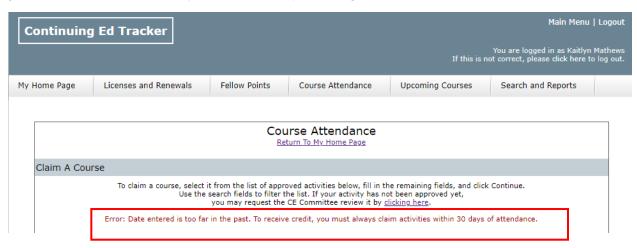
Visit the Course Attendance Tab. You can search for a particular course using keywords in the search bar or by date and then selecting Find. You may also scroll through the list of available courses using the down arrow on the select courses box. When you've found the course you'd like to log, simply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



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.

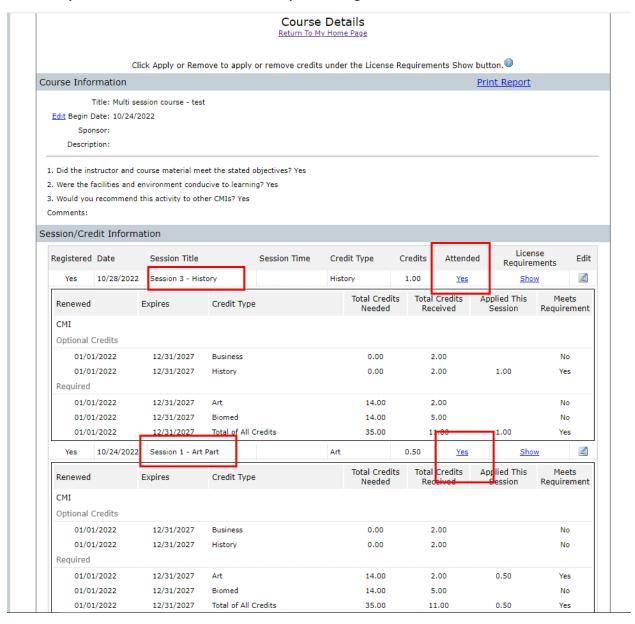


If you attempt to log a course that is older than 30 days, you will get an error message. If you believe this is in error, please email hq@ami.org with details.



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.



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.



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.

