# Certemy FAQ's

Log into Certemy by [clicking here](#) (you can also navigate to Certemy via the link found on the AMI HUB).

NOTE: The system is synced with the AMI database, so you'll use the same username and password as you do to log into your AMI account (please note, even if you are not an AMI member, you still have an account and will be able to login).

How to Add CE Credit to your Account

- If you haven't already done so, complete the course evaluation for the course you are going to be filing credit for. The course evaluation can be found **[here](#)**.
  - o Be sure to take a screenshot of your completed evaluation or save the evaluation confirmation from your email; you will need to upload this as proof.
- Starting on the "My Credentials" page, click on the "Certified Medical Illustrator Renewal" option
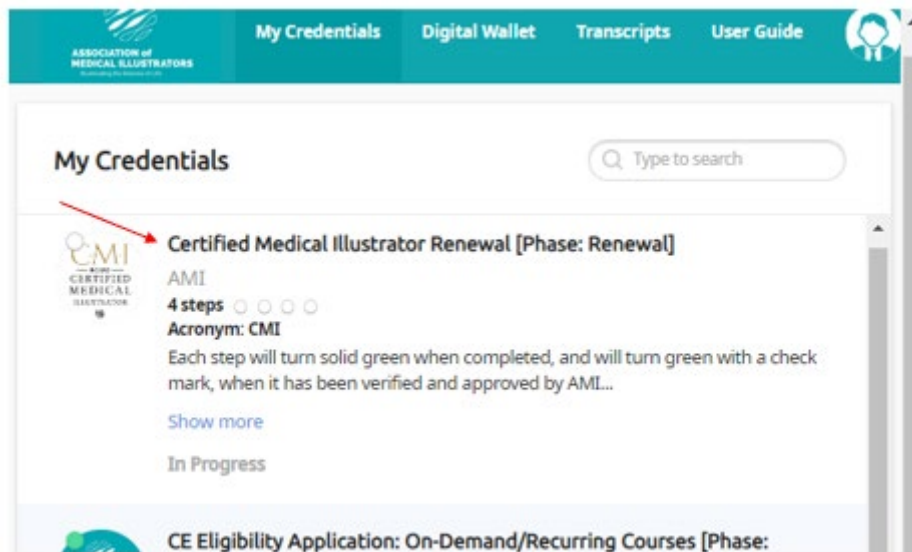
● Click on the "Continuing Education" area

< MY CREDENTIALS

Certified Medical Illustrator Renewal [Phase: Renewal]
AMI
Accepted
Acronym: CMI

4 steps

Renewal Form
Dynamic form   Incomplete   Due: 03/15/2026

When prompted, please use your mouse to enter a digital signature and then click **SUBMIT**.

Continuing Education
Education   Incomplete   Due: 03/15/2026

You must collect 35 Contact Hours within your 5-year CMI term to renew your certification. Of those 35 hours:...

Renewal Fee & Proof of Payment
Evidence file   Incomplete   Due: 03/15/2026

Please click here to submit your Examination Fee payment.

...

● Scroll down to select the CE category you would like to file credits for (Art, Biomedical Sciences, or Business)

35	0	0
Required hours	Hours pending verification	Hours completed

Education step details

Industry: Medicine
Speciality: N/A
CE type: General CE
CE classification: N/A
Required hours: 35

Specific requirements

Art   >
Min: 14   Max: 21   **Submitted:** -
Courses must be selected from the Education Opportunities list.
Incomplete

Biomedical Sciences   >
Min: 14   Max: 21   **Submitted:** -
Courses must be selected from the Education Opportunities list.
Incomplete

Business   >
Min: 0   Max: 7   **Submitted:** -
Courses must be selected from the Education Opportunities list.
Incomplete

- Staying on the "Education Opportunities" tab, view the list of approved activities in that category and click "Submit Hours" for the activity you attended

Submit hours for Art

Art
Min: 14 Max: 21 Submitted: -
Courses must be selected from the Education Opportunities list.

Incomplete

EDUCATION OPPORTUNITIES   SUBMIT HOURS

Q Type to search   ▼ FILTER

Picture Composition Workshop   ☆ Add to favorites
Ingbretson Studios
16 hours   Online Self Paced
Image composition is often a challenge, especially when focusing on science or medical topics that are so content dense. I hope with this workshop to gain not just a wider understanding (beyond the golden ratio) of successful visual storytelling with just one frame/image.

SUBMIT HOURS   GO TO COURSE

Drawing Nature, Science and Culture: Natural History Illustration 101   ☆ Add to favorites
The University of Newcastle
18 hours   Online Self Paced
Core scientific observational skills Field drawing and sketching techniques Concept sketch development Composition for natural history illustration Form, proportion and structure essentials Drawing and rendering techniques

SUBMIT HOURS   GO TO COURSE

- After clicking "Submit Hours" you will be prompted to "Upload Credential File(s)". Please upload a copy of your course evaluation confirmation for the activity (to complete a course evaluation click here). Follow the prompts and click "Continue" to file your course credit (this may take a moment for the system to process).

- To submit additional courses in a different category, simply use the "BACK" button at the top of the Certemy window or continue in your current window if submitting more courses from the same category (Art, Biomedical Sciences, Business)


- Your CE credits will be verified by staff and will appear in your account once the verification process has completed.

How to Request CE Approval for an Activity

- Starting on the "My Credentials" page, click on either the "CE Eligibility Application: On-Demand/Recurring Courses" option or the "CE Eligibility Application: Live/One-Time Events" option, depending on what type of activity you would like to request.
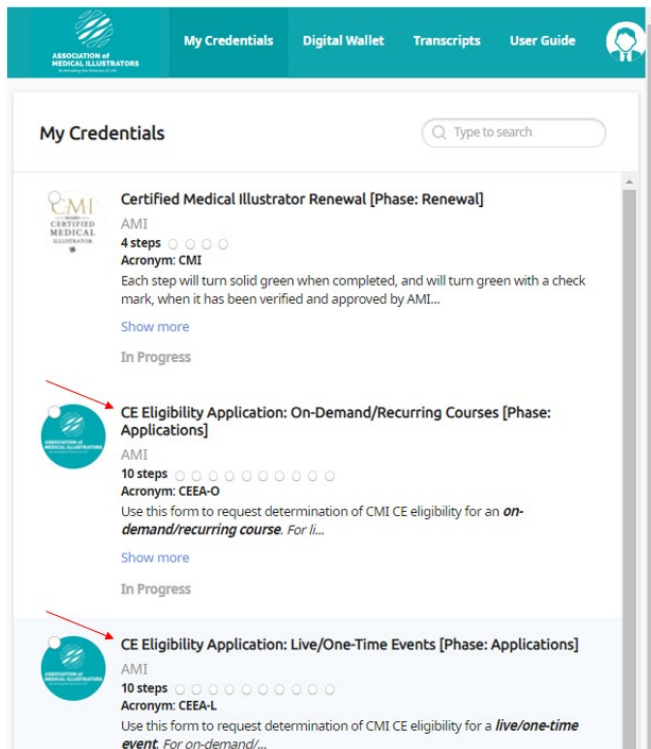
- Once you've determined which type of activity you would like to request, click on the application form to fill in the details of the activity. Note: you will see ten (10) activity application forms for either type of activity. You can request up to 10 activities of that type at a time. As activities are approved or rejected, that application form will clear out and will be able to be used again for other activities.
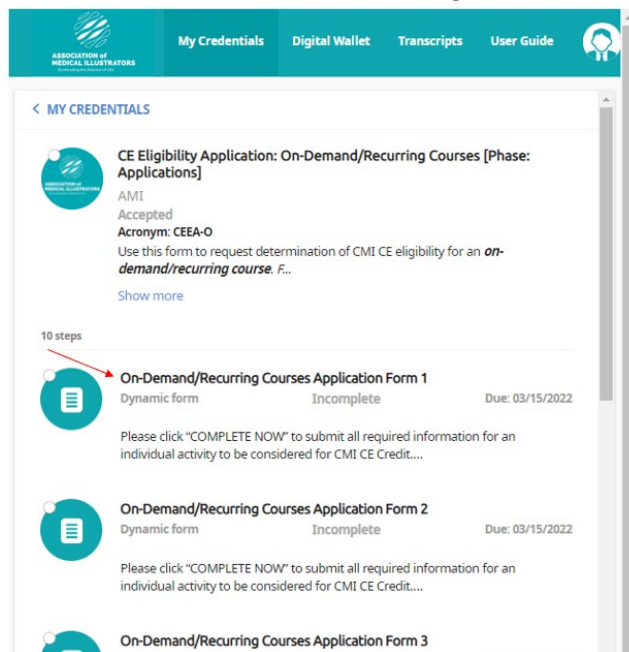

- Once you've clicked to enter course details, follow the prompts to enter the details of the individual activity.
- After confirming your request (this may take a moment for the system to process), your CE activity application form will be pending verification. The CE committee will review the activity and either reject or approve it.
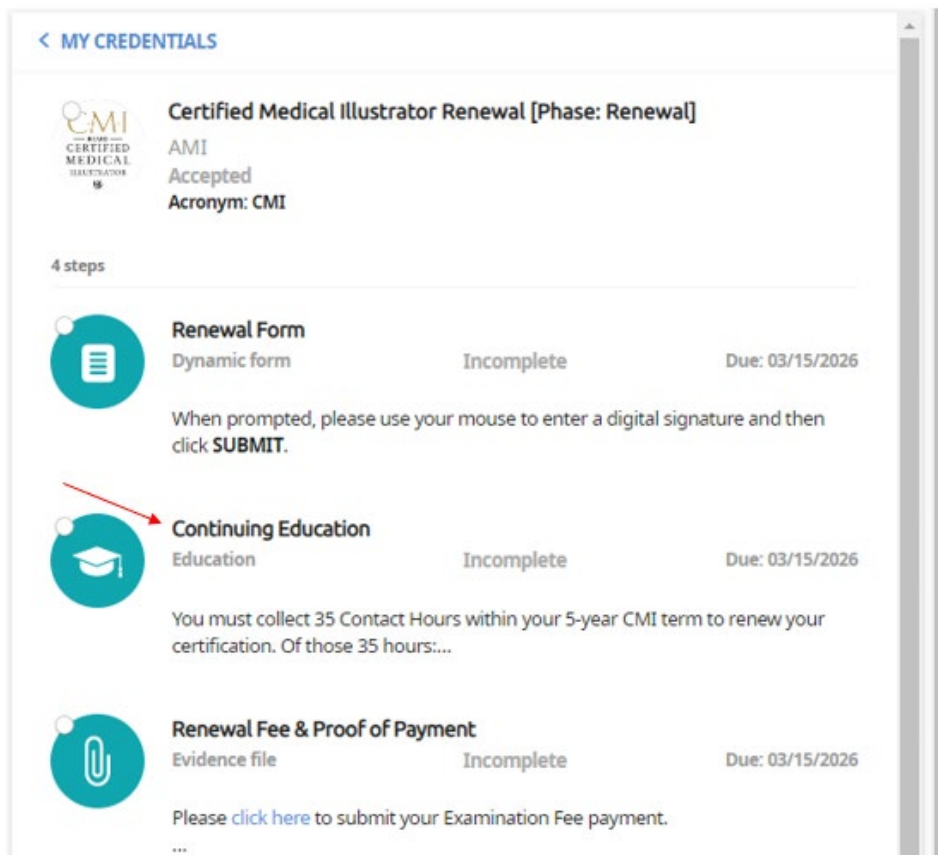
- You will receive email notification of approval/rejection. Approved activities will appear in the Education Opportunities list.

How to View your Current CE Credit Totals

- Starting on the "My Credentials" page, click on the "Certified Medical Illustrator Renewal" option
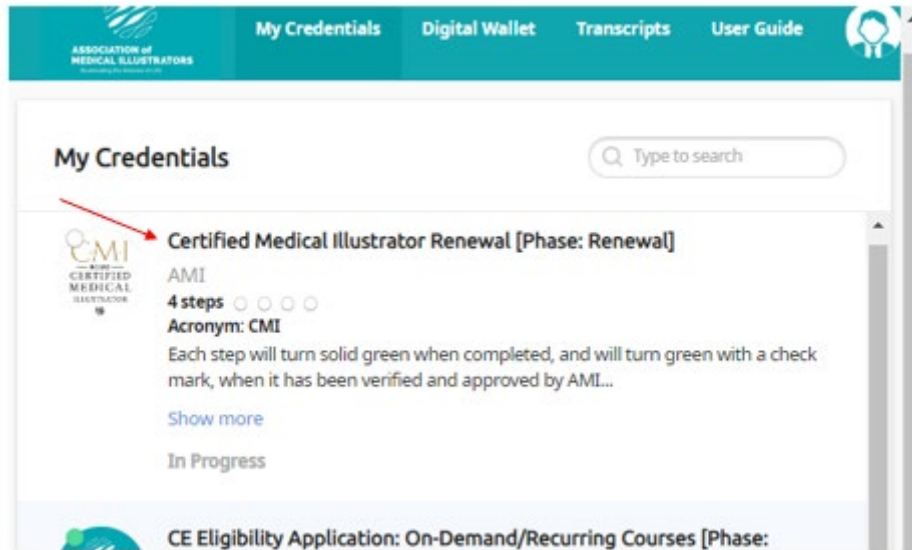
- Click on "Continuing Education"

- You can then scroll down on the page to view your completed hours and pending hours (pending hours are hours awaiting verification by staff, these will move to hours completed once verified). You can also view your credit hours per category.

Questions?
Contact AMI Headquarters at HQ@ami.org and AMI staff will be more than happy to assist you with your needs!