

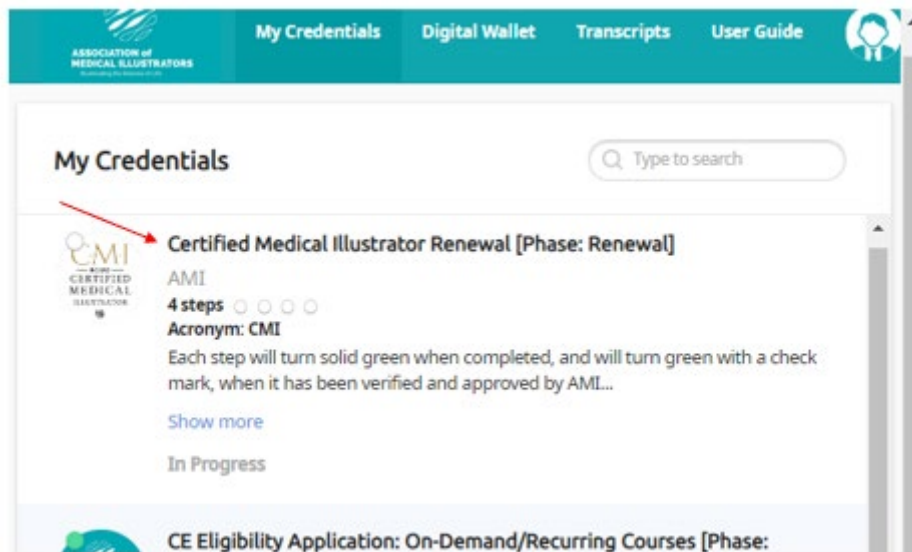
Certemy FAQ's

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](#).
 - 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** (highlighted with a red arrow)
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 Required hours | 0 Hours pending verification | 0 Hours completed

Education step details

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

Specific requirements

- Art** (highlighted with a red arrow)
Min: 14 Max: 21 Submitted: -
Courses must be selected from the Education Opportunities list.
Incomplete
- Biomedical Sciences** (highlighted with a red arrow)
Min: 14 Max: 21 Submitted: -
Courses must be selected from the Education Opportunities list.
Incomplete
- Business** (highlighted with a red arrow)
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

The screenshot shows a web interface titled "Submit hours for Art". At the top, there is a red icon with a plus sign and the word "Art". Below it, the text reads "Min: 14 Max: 21 Submitted: -" and "Courses must be selected from the Education Opportunities list." There is a status indicator "Incomplete". Below this, there are two tabs: "EDUCATION OPPORTUNITIES" (which is circled in red) and "SUBMIT HOURS". Under the "EDUCATION OPPORTUNITIES" tab, there is a search bar with the placeholder text "Type to search" and a blue button labeled "FILTER". Below the search bar, there are two course listings. The first listing is for "Picture Composition Workshop" by Ingbretson Studios, with 16 hours and "Online Self Paced". The description reads: "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." Below the description are two buttons: "SUBMIT HOURS" (highlighted with a red arrow) and "GO TO COURSE". The second listing is for "Drawing Nature, Science and Culture: Natural History Illustration 101" by The University of Newcastle, with 18 hours and "Online Self Paced". The description reads: "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". Below the description are two buttons: "SUBMIT HOURS" and "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)

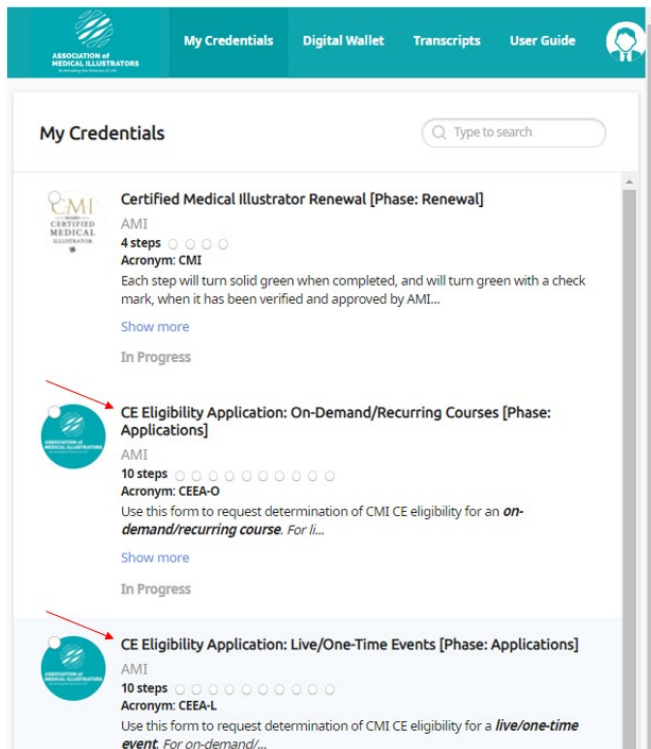
The screenshot shows the top navigation bar of the Certemy website with the Association of Medical Illustrators logo and links for 'My Credentials', 'Digital Wallet', 'Transcripts', and 'User Guide'. Below the navigation bar, there is a '< BACK' button with a red arrow pointing to it. The main content area displays a summary of course submissions: 'Min: 14 Max: 21 Submitted: 18' and a note that 'Courses must be selected from the Education Opportunities list.' Below this, there is a section titled 'EDUCATION OPPORTUNITIES' with a 'SUBMIT HOURS' button. A search bar with the placeholder 'Type to search' and a 'FILTER' button is present. The list of courses includes:

- Drawing Nature, Science and Culture: Natural History Illustration 101** by The University of Newcastle, 18 hours, Online Self Paced. Description: 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. Includes a 'GO TO COURSE' link and an 'Add to favorites' button.
- Picture Composition Workshop** by Ingbreton Studios, 16 hours, Online Self Paced. Description: 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. Includes a 'SUBMIT HOURS' button, a 'GO TO COURSE' link, and an 'Add to favorites' button.
- Will Wright Teaches Game Design and Theory** (partially visible) with an 'Add to' button.

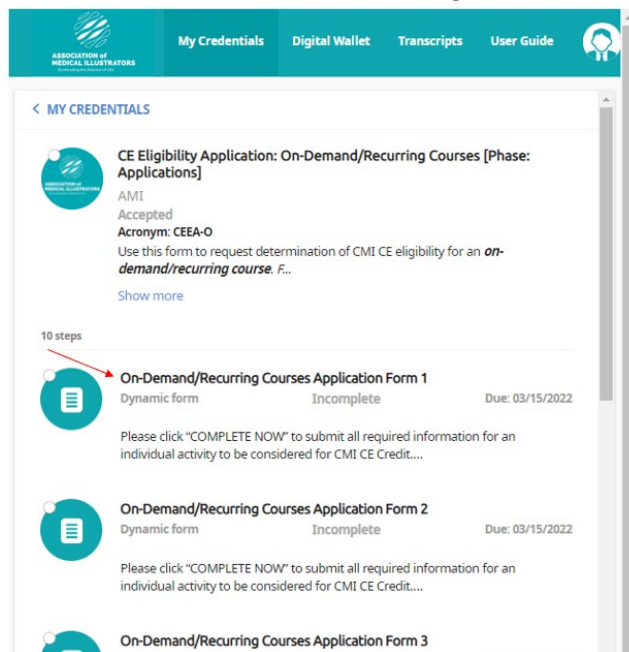
- Your CE credits will be verified by staff and will appear in your account once the verification process has completed.

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.

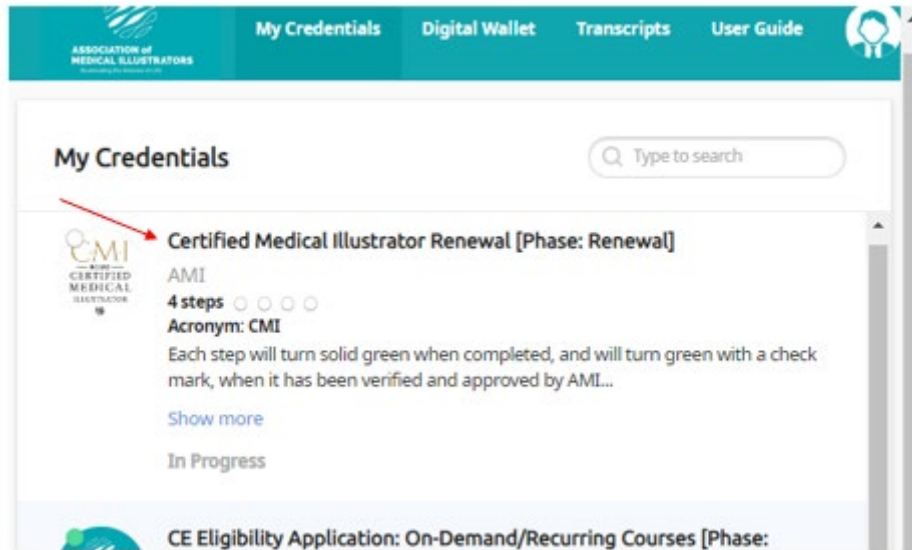


- Once you’ve clicked to enter course details, follow the prompts to enter the details of the individual activity.
- After confirming your request (this may take a moment for the system to process), your CE activity application form will be pending verification. The CE committee will review the activity and either reject or approve it.

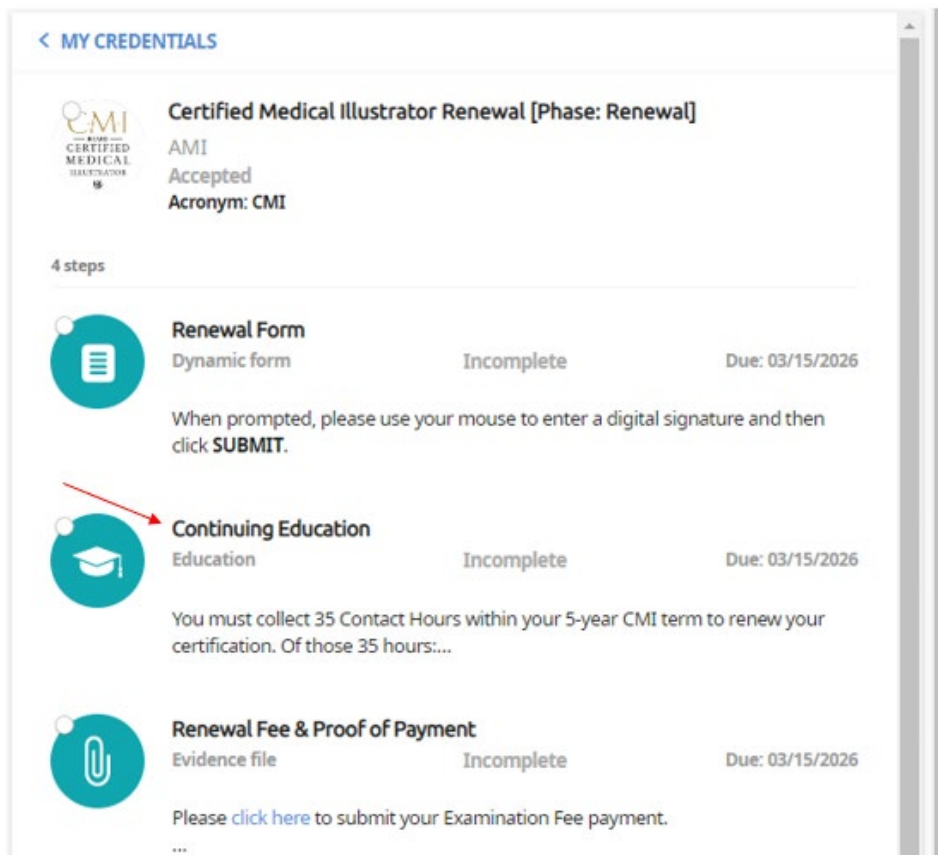
- You will receive email notification of approval/rejection. Approved activities will appear in the Education Opportunities list.

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.

ASSOCIATION OF MEDICAL ILLUSTRATORS

My Credentials Digital Wallet Transcripts User Guide

< BACK TO MY CREDENTIALS

- If available, you may also upload your certificate of completion for the course when prompted to "Upload Credential File(s)"

35 Required hours 0 Hours pending verification 18 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: 18
Courses must be selected from the Education Opportunities list.
Incomplete

Attachments 1

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

Questions?

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