

Step 1: Visit our homepage and click on the “Certificates & Transcripts” button: cme.uchicago.edu

Step 2: If you are not logged in, you will be prompted to do so. Once logged in, you will be re-routed to your activities page. On this screen, you will see a listing of all claimed credit, whether from live/enduring activities (i.e., conferences, online modules) or Regularly Scheduled Series/RSS (i.e., grand rounds, case conferences).

Find the activity you'd like a certificate for and click “Download” under the “Certificate” column.

Completed activities Pending activities Session credit External credits

Download PDF

Title	Credit	Credit type	Event date	Date completed	Certificate
MIS Journal Club <i>Minimally Invasive Surgery Journal Club - RSS# NSESUR09-21</i>	1.00	AMA PRA Category 1 Credit™	06/08/2021	07/01/2021	Download
Opt CME Text Testing <i>BB-CME-RSS-fy21</i>	1.00	Participation	01/12/2021	03/10/2021	Download
CME Training <i>BB-CME-RSS-fy20</i>	1.00	AMA PRA Category 1 Credit™	04/08/2020	05/04/2020	Download
Identifying Messages to PROMote Value & Education (IMPROVE) of Generic Prescribing Module	0.25	AMA PRA Category 1 Credit™		02/15/2019	Download

Additional Filters:

1. **To filter for credit claimed from a specific live/enduring activity:** Enter the title in the “Title” field and click “Apply.” Your claimed certificate will be available under the “Certificate” column, as pictured in the gold box above.
2. **To filter for credit claimed from a specific RSS:** Enter the title in the “Series” field and click “Apply.” Your claimed credit will be available in transcript form by clicking the “Download PDF” in the gold box above. Sessions offering certificates will also be available under the “Certificate” column.
 - a. **To download all claimed credit for RSS:** Click on the “Session Credit” tab instead of “Completed Activities.” Here you can download a transcript dedicated to only RSS credit.



CREDIT TIPS

- **Credit for RSS appears once you have texted in your RSS code for each attended session.** If you do not text in, you will not receive credit.
- **Certificates for live/enduring activities populate once you’ve actively claimed credit.** Certificates do not populate automatically. You will need to complete a credit-claiming process to generate a certificate.
- **Certificates/Transcripts are permanently stored in your account.** Once you have claimed credit, your certificates and transcripts will always be available in your account. Retrieve copies at any time!

NEED FURTHER ASSISTANCE?

For additional questions and assistance, contact us at cme@bsd.uchicago.edu.