**Instructions for Claiming CME/CE Credits**

1. Click the direct registration link.
2. Click **Launch.**
3. Enter your Username and Password, and click **Sign In**.
	1. If you do not remember your Username or Password, click the[Forgot password?](http://my.americanheart.org/professional/lms/LMSForgotpassword.jsp) link.
	2. If you are not a registered user, click **Create an account** to enter your account information and receive your Username and Password.
	3. You may be prompted to enter additional registration information.
4. Click **Register**.
5. Enter the access code and click **Continue**.
6. Review the Activity Overview, scroll to bottom and click **Continue.**
7. Complete an evaluation of the activity. This step is required to claim credit. Once complete, click **Submit**, and **Continue**.
8. Claim your credit by clicking the **Claim** button for the appropriate accreditation.
	1. You may qualify for more than one credit type based on your user profile.
	2. ACCME, ANCC, and CAPCE allow claiming of variable credit. You will be given the option to claim all or part of the activity credit if applicable to your user profile. **Select the credit amount prior to clicking the Claim button**.
9. Click **Continue** to generate your certificate.
10. Move your cursor into the preview window to display links to print or save the certificate.
11. Click **Finish**. The activity is stored under Transcript.

**You are strongly encouraged to claim your CME/CE credit within 30 days of the conference. CME/CE credit expires:**

* **ACCME, ANCC, and CAPCE – 6 months after the event date**
* **ACPE – 1 month after the event date**

**For customer support please contact our National Engagement Center at 1-888-242-2453 (between 8AM-5PM Central Standard Time) or email** learn@heart.org.