

1. Start by logging into Cloud CME and clicking on "My CME" drop down and select "External Credits"

Children's Me	<< Return to Children's Mercy CME Welcome Rose A. Mettlen , MSW				
Sign Out Activity Calendar	Regularly Scheduled Series	Online Courses About	Contact Help Faculty	My CME	
				Faculty	
My CME				Profile	
Instructions: Click a butto	n to proceed.			Transcript	
				Evaluations & Certificates	
				Registrations & Receipts	
				Claim Credit	
Profile	Transcript	Evaluations &	Registrations	& Tosts	External Credits
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2. Click on "Claim External Credits"

Children's Mercy KANSAS CITY		<< Return to Children's Mercy CME Welcome Rose A. Mettlen , MSW
Sign Out Activity Calendar Regularly Sched	duled Series Online Courses About Contact Help Faculty My CME	
External Credits Instructions: External credits are continuin provided outside of your institution. To sub complete the fields for submission. You can view the status of your external cr	ng education credits you earned from completing continuing education activities bmit your external credit record(s), click the Claim External Credits button and then credit submissions below.	CLAIM EXTERNAL CREDITS
Start Date: 1/1/2010	End Date: 2/21/2022 EXPORT TO EXCEL	



 The below form will pop up. Enter the course details in the required fields. Note: CME certificates will include an approval statement with "AMA PRA Category 1 Credits". Only certificates including this statement are considered CME and should be entered as credit type AMA PRA Category 1 Credits on this screen.

Claim Externa	I Credits		
This form is used to and approval to be	submit external credits (credits earned included on your transcript.	from other institutions/o	rganizations) for review
Activity Name *			Credit Date *
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4. Upload your file when the below screen pops up:

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- 5. You will then need to:
 - Hit "Yes" to the box under "I attest that I have completed the above activity and have uploaded supporting documentation"
 - Click on the "Signature" box and type your name
 - Then click "Submit"

xiema	r Credit Affesta	lion					
Claim I	External Credits						
This form and appr	n is used to submit exte oval to be included on y	rnal credits (credits earned from oth /our transcript.	er institutions/orgar	nizations) for	review		
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Upload S Word, Po	upporting Documenta werPoint, Excel):	tion for the external credit reque	sted (accepted file	types: JPE	G, PDF,		
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CME Cer	rtificate Endo Symposiu	im - rmettlen.doc	•				
Chec	ck here if you have othe	er external credits to submit.					
I attest th	at I have completed ti	he above activity and have upload	led supporting do	cumentation	ı.		
🖌 Yes							
Ciamotura							
Signature							

6. You will then be able to view added activity on External Credits page (and see them listed on your Transcript and see them added to your total number of credits):

Sign Out	Activity Calendar	Regularly Scheduled Ser	ies Online Course	s About	Contact	Help	aculty	My CME				
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cme@cmh.edu



7. Your transcript will now reflect the added external hours in the Transcript Credit Summary box.

Filter t Start Date: End Date:	y Date: 1/1/2010 2/21/2002	Filter by Credit Type(s): Show Zero Hour Credits Show Zero Hour Credits Hide External Files Hide External Credits Hide External Credits Internation Credits			
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	The second secon	Rose A. Mettien, MSW 507 Shoreview Drive Raymore, MO 64083 UNITED STATES Transcript Credit Summary: External Credit - AMA PRA Category 1 Credits [®] : Non-Physician Attendance: 22.25 Credits Credit Type: External Credit - AMA PRA Total: 7.00			
		Category 1 Credits ™ Activity Name Credits Claim Date Great Plans Endocrine Symposium Issuing Institution: CMH - 7.00 1/11/2022			