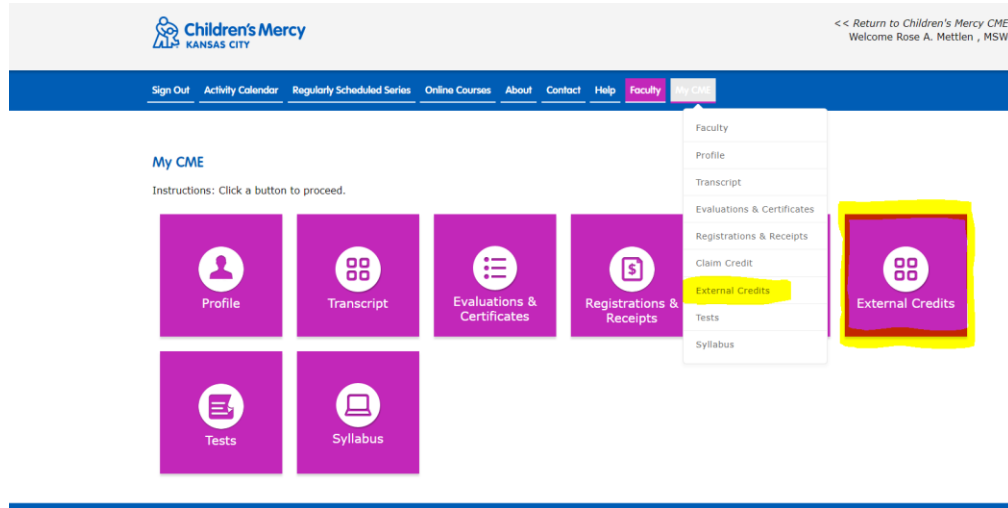
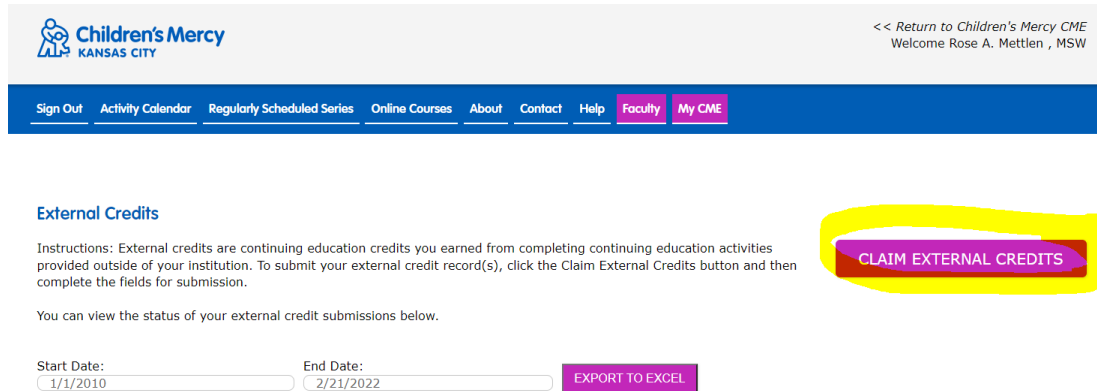


1. Start by logging into Cloud CME and clicking on “My CME” drop down and select “External Credits”



2. Click on “Claim External Credits”



- 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.

External Credit Attestation

Claim External Credits

This form is used to submit external credits (credits earned from other institutions/organizations) for review and approval to be included on your transcript.

Activity Name * Credit Date *

Credit Type * Credit Hours *

Institution that awarded the credit: *

Upload Supporting Documentation for the external credit requested (accepted file types: JPEG, PDF, Word, PowerPoint, Excel):

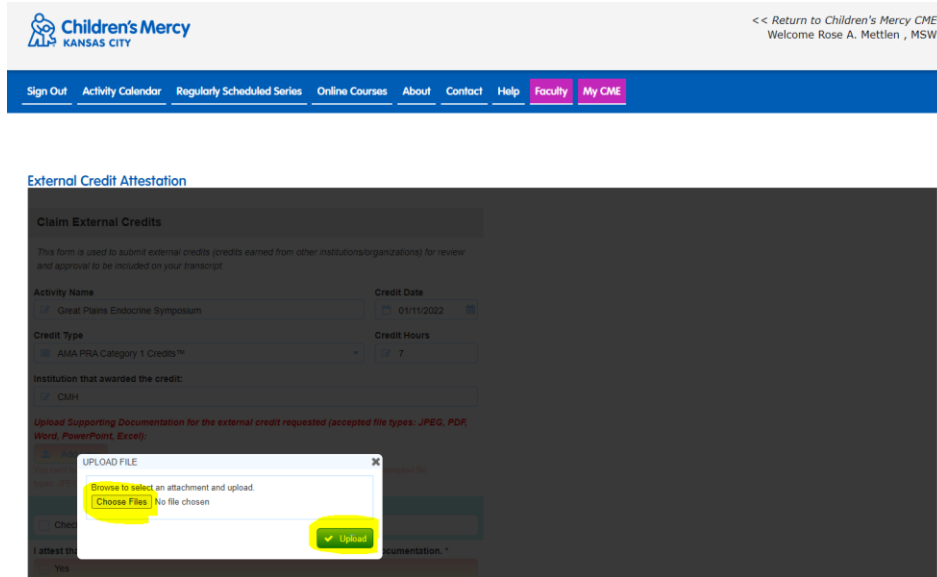
Check here if you have other external credits to submit.

I attest that I have completed the above activity and have uploaded supporting documentation. *

Yes

Signature *

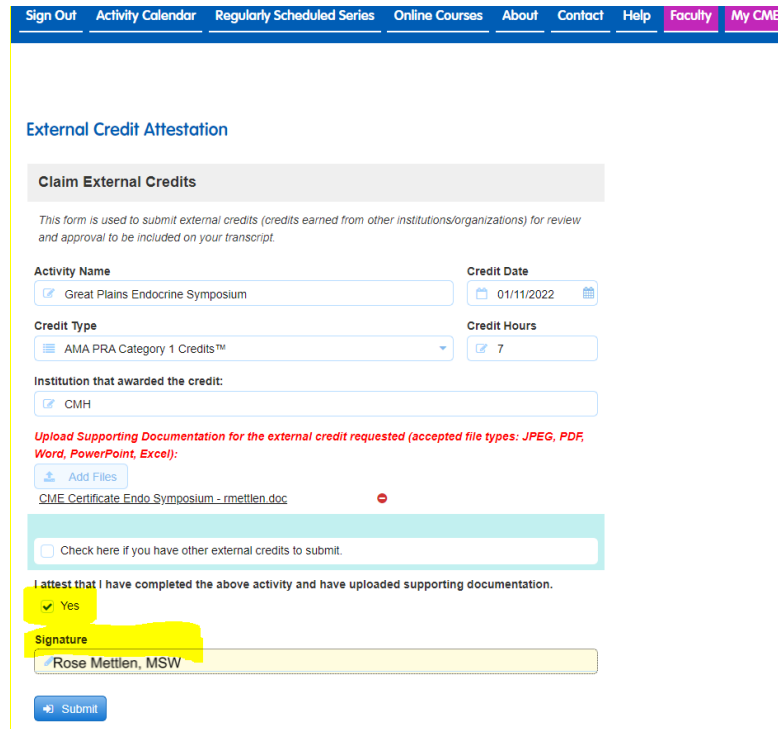
- Upload your file when the below screen pops up:



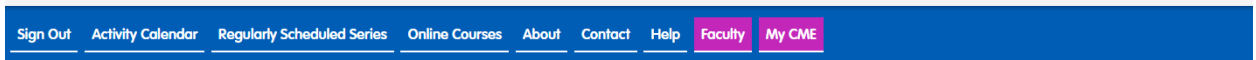
The screenshot shows the top navigation bar of the Children's Mercy website with links for Sign Out, Activity Calendar, Regularly Scheduled Series, Online Courses, About, Contact, Help, Faculty, and My CME. The 'External Credit Attestation' form is displayed, and an 'Upload File' dialog box is open over the 'Add Files' button. The dialog box contains the text 'Browse to select an attachment and upload.' and a 'Choose Files' button. The 'Upload' button in the dialog is highlighted with a yellow box.

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”



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):



External Credits

Instructions: External credits are continuing education credits you earned from completing continuing education activities provided outside of your institution. To submit your external credit record(s), click the Claim External Credits button and then complete the fields for submission.

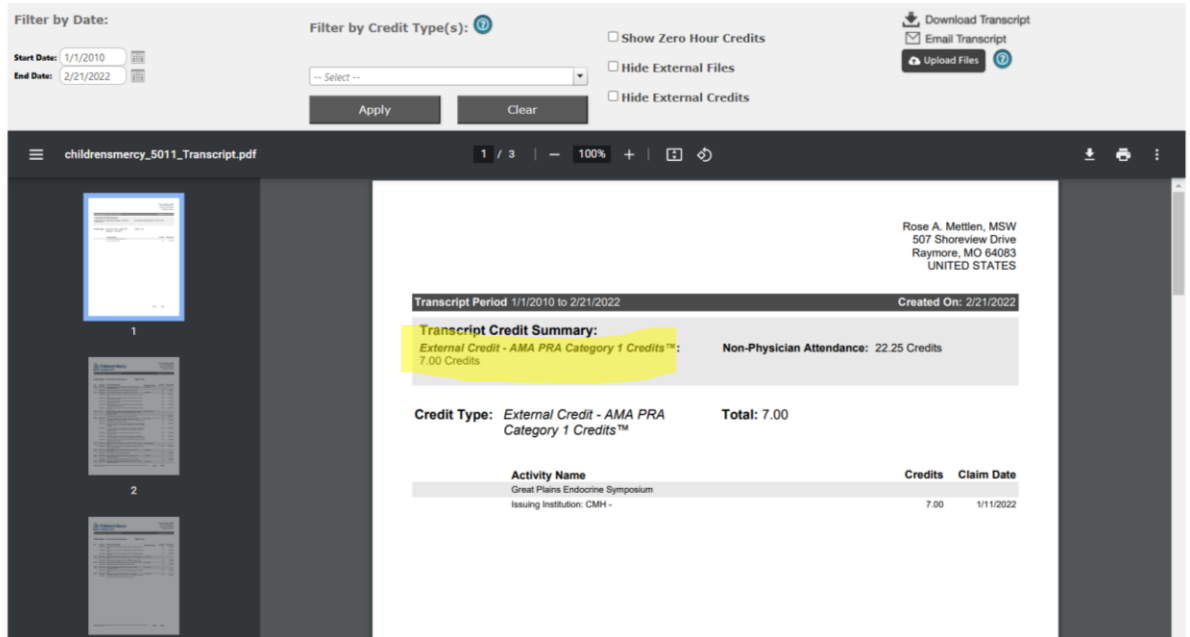
[CLAIM EXTERNAL CREDITS](#)

You can view the status of your external credit submissions below.

Start Date: End Date: [EXPORT TO EXCEL](#)

Date Submitted	Activity	Credit Date	Issuing Institution	Credit Type	Credit Amount	Status	Date Reviewed	Supporting Document
2/21/2022	Great Plains Endocrine Symposium	1/11/2022	CMH	AMA PRA Category 1 Credits™	7.00	Approved	2/21/2022	Download

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



The screenshot shows a web interface for managing transcripts. At the top, there are filters for 'Filter by Date' (Start Date: 1/1/2010, End Date: 2/21/2022) and 'Filter by Credit Type(s)'. There are also checkboxes for 'Show Zero Hour Credits', 'Hide External Files', and 'Hide External Credits'. A 'Download Transcript' button is present with sub-options for 'Email Transcript' and 'Upload Files'. Below the filters is a navigation bar with a file name 'childrensmc_mercy_5011_Transcript.pdf', page indicators '1 / 3', and zoom controls '100%'. The main content area is split into a sidebar on the left with document thumbnails and a main panel on the right. The main panel displays the transcript details for 'Rose A. Mettlen, MSW' and includes a 'Transcript Credit Summary' box. The summary shows 'External Credit - AMA PRA Category 1 Credits™: 7.00 Credits' and 'Non-Physician Attendance: 22.25 Credits'. Below this, it states 'Credit Type: External Credit - AMA PRA Category 1 Credits™' and 'Total: 7.00'. A table at the bottom lists the activity details.

Activity Name	Credits	Claim Date
Great Plains Endocrine Symposium Issuing Institution: CMH -	7.00	1/11/2022