

**Office of Continuing Medical Education**

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## Claim you CE Credits

At the conclusion of the virtual conference, once your attendance has been verified, you will receive an email to claim your credits and complete the evaluation.

### Example of what will be in chat:

**During the conference we will be reminding participants using chat this information.**

**IMPORTANT INFORMATION** – An email will be sent to all in attendance after the conference has ended. Sign in using the email that you used to register for this event. Once you claim your credit and complete the evaluation you will receive a copy of your certificate. We suggest you save it to your device. **NOTE: you must be pre-registered for the conference to claim your CE Credits.**

### Steps for claiming your credit:

1. Sign in to generate your certificate. Enter the email address that you used to register for this conference and your password. **Click Login**. When you are signed in successfully **Click Continue**. (If you do not remember your password click on forgot password.)
2. You will see the page below. The Activity Code will already be there for the activity that you have attended. Just **click Submit**

## Certificate

Generate Certificate

Please Enter your Activity Code:

**Activity Code**

**Submit**

3. You will then be routed to the conference evaluation. Please take the time to complete the evaluation. Remember your input is important in the planning of future conferences. **Click Continue**.
4. Once the evaluation is complete you will be taken back to the certificate page. You will then see your certificate as the screen shot below shows.

## Certificate

Certificate

Thank you for participating in an educational activity for Northwell Health.

**Print Certificate**



## **In the future if you are in need of your certificate**

### **Log on any time –**

In the future if you can log on at any time to <https://cmetracker.net/NORTHWELL>

Sign in and choose from one of the tabs on the left side of the screen.

Here you can - see your registration history, confirmation emails, receipts, credit history and past certificates. You will also be able to print past certificates, update your profile and download your CE Transcript.

**Need to contact us? Email us at [CME@northwell.edu](mailto:CME@northwell.edu)**