US NAVY MEDICAL COMMAND

Instructions for Activity Registration

IMPORTANT, PLEASE READ: The Accreditation Council on Continuing Medical   Education (ACCME) requires all accredited providers to submit the total number of physician   and non-physician attendees. In this regard, ALL attendees in a CME activity, regardless of discipline, must be registered. When the course is completed, attendees must return to this website and complete an evaluation form and request for credit form before the CME certificate   may be printed.

Each user needs only one set of logon ID and password for the CME website. You may register for multiple activities. In Regularly Scheduled Series (RSS), register only once (per activity),   your registration will carry you through the end of the RSS cycle which is 30 September. If you need registration assistance, please contact your local CME Planner, CME Director or NMPDC.

Dr. Christopher Spevak	LCDR Shantel Davis, NC, USN
Course Planner and Director	Navy CME/CNE Program Manager
301-555-7174	(301) 319-0888; DSN (312) 319-0888
christopher.j.spevak.civ@health.mil	Usn.bethesda.navmedprodevctrmd.list.nmpdc-ce@health.mil

For Activity Registration

1. Register at https://education.mods.army.mil/navycme/default.aspx.
2. From the menu on the left, click on **Activity Registration**.
3. Enter your logon ID and Password.
4. Follow the instructions at the top of the screen to find the activity you are registering for
   Activity ID: 2024-0336. Name of the Activity: 2024 Virtual Pain Skills
   Once you find your activity, click on the activity title. A new window will appear with information regarding the course. After reading this information and it appears to be the course you are looking for, click "Register for Activity" which is in three places of the screen.
5. A new window will appear with your profile information. Verify that your data is accurate and make any changes as necessary. Verify that your name is correctly spelled; this is how it will appear on your CME certificate. Scroll to the bottom of the window and click the **Register Now** button. When the Thank You message appears, your registration is successful.

How to retrieve CME credit and certificate:

1. Click on this link https://education.mods.army.mil/navycme/default.aspx.
2. Click on (Members Portal/Certificate)
3. Enter your User ID and Password then click Login. Logon ID and Password is case sensitive. If your password is the same as your logon ID, you will be required to change your password. Follow the instructions on the screen to change your password. If you forgot your password, click on the link 'Recover it here" (system will email your password to you instantaneously). Enter your password in the password field.
4. Before completing your evaluation, update your profile by clicking on User Home at the top of the screen then click on User Profile. Review your information for accuracy and Save. Click on User Home again to go back to the activity evaluation.
5. To evaluate the course, simply choose the activity that you attended; evaluate by completing all blocks. Do not Skip. Submit the form.
6. The Request for credit will immediately come up, complete and submit this form. You will be prompted if you exceed the total number of hours approved for the course or activity/ or total number of accumulated credits for RSS at the end of the Fiscal year of end of last offering attended.
7. In the next screen, click on the View Certificate link to view and print your CME certificate.
8. To obtain future copies of your certificate, click on the CME Credit Summary screen. The certificate will be kept for six years.