**Naval Medical Leader & Professional Development Command (NMLPDC) Continuing Education Division**

# *Activity Registration Quick Sheet*

**IMPORTANT, PLEASE READ:** *The Accreditation Council on Continuing Medical Education (ACCME) and American Nurses Credentialing Center (ANCC) requires all accredited providers to report the total number of physicians, nurses and/or non-physician/nurse attendees (corpsmen and medics). Dentists, dental techs, EMT, and EMS can also claim hours. In this regard, ALL attendees in a CME/CNE/CDE activity, regardless of discipline, must be registered. Please contact your activity Planner/Coordinator if you need more detailed instructions (reference 'Instructions for Users').*

**For Activity Registration:** Learners may register only **BEFORE** and/or **DURING** the activity. Once the course is **CONCLUDED**, the system will automatically remove the activity from the "list of activities" being offered. Post activity registration is at the discretion of the activity Planner.

1. From a government computer, connect to https://education.mods.army.mil/navycme
2. From the menu, click on **Registration** in the left column.
3. **If your account is linked to your CAC you must use the "Login with CAC",** otherwise enter your logon ID and Password. If you are a first-time user or have forgotten your logon ID and/or password, go to the appropriate instructions below.
4. The next window is the search screen (List of Activities Offered).
5. In the first box, type either the activity ID or title and then click "Search". Once you find your activity, click on the activity title. A new window will appear with information regarding the course. Read this information and then, click "Register for Activity".
6. A new window will appear with your profile information. Verify that your name is correct as this is how it will appear on your certificate. Verify and update your email if necessary. Scroll to the bottom of the window and click the "**Register Now"** button.
7. When the Thank You message appears, your registration request is submitted. Please note that your registration is not automatically approved and will be in a pending status until the CE Planner approves it.

**First Time Users:**
Complete Steps 1 and 2 above.
3. At the logon window, click on the "Request Logon ID" link located to the far right of the login ID and password fields.
4. On the next screen, click "Get Data from CAC", then fill in any remaining information and click "Submit" at the bottom of the screen.
5. The next screen will reveal your logon ID and Password, HOWEVER your account is linked to your CAC and **you are required to use the Login with CAC option**.
6. Click "Continue to Login Screen" and then click "Login with CAC".
7. Return to step 4 of instructions **For Activity Registration**

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**Forgot Logon ID and Password**

1. From a government computer, connect to https://education.mods.army.mil/navycme
2. From the menu, click on **Registration** in the left column.
3. At the logon window, click on the "Recover it here" link located to the far right from the login ID and password fields
4. Complete the requested information in the next screen.
5. Your logon ID and password will be sent to the email address in your CE system profile. Outlook, and most commercial email services, will route this message to the JUNK, OTHER, or SPAM folders so ensure you check there.
6. Return to step 3 of instructions **For Activity Registration**.

**Obtaining your certificate after the class is complete:** *To complete a course evaluation, you must have registered for the CE activity in MODS and meet the requirements for successful completion.  Single activity evaluations are available* **30 days after** *the last day of the course. RSS activity evaluations are available* **after 2359 of the last day of the series.** *You* <u>may</u> *receive an email notification but* <u>do not need</u> *this email to complete the evaluation.  Please contact your activity Planner/Coordinator if you need more detailed instructions.*

1. From a government computer, connect to https://education.mods.army.mil/navycme
2. From the menu, click on **Members Portal/Certificate** in the left column**.**
**3. If your account is linked to your CAC you must use the "Login in CAC",** otherwise enter your logon ID and Password.
4. If you are not automatically directed to the Activity Evaluation screen, select it from the menu located on the left side of the screen.
5. Select the hyperlinked name of the activity you wish to evaluate.
6. Once the evaluation opens, complete each of the fields and then click "Submit Activity Evaluation" at the bottom of the screen.
7. After the evaluation is submitted, the CE system will automatically advance to the "Request for Credit" form.  If your CE system account is linked to your CAC, click the "Sign with CAC" button, **OR** enter your system password where indicated, then click the "Submit" button at the bottom of the screen.
8. On the next screen, click the blue "Click here to receive your certificate" hyperlink and your certificate will open in a new browser tab.

**NURSES**
Nurses wishing to exchange their CME certificate (online) for a CNE certificate, may do so after they have completed their online evaluation. Send a copy of the certificate generated by the CE system to **insert appropriate info**

**DENTISTS**
To obtain your dental CE letter, complete the online CME evaluation then email Mr. Deuanta Cole at deuanta.u.cole.civ@health.mil and request a dental CE letter.  Please reference the activity ID.