

## Instructions for Registering and Claiming CME/CE Credits

### Registration Prior to the event

1. Access <http://learn.heart.org>.
2. Click **SIGN IN/SIGN UP**, enter your Username and Password, and click **Sign In**.
  - a. If you do not remember your Username or Password, click the [Forgot Username/password?](#) link.
  - b. If you are not a registered user, click **Sign Up** to enter your account information and receive your Username and Password.
3. Register for an activity.
  - a. Utilize the search fields in the upper right hand corner.
    1. Select the activity type: All, Live, or Online.
    2. Enter a partial activity name or keyword.
    3. Click the magnifying glass icon.
  - b. Click **Register** for the selected activity.
  - c. Click **Register**.
  - d. Complete the registration form and click **Submit**.
  - e. You may be prompted to enter additional registration information.
  - f. Enter your billing and credit card information for payment and click **Submit**.  
**Note:** Click **Populate with registration form data** to copy your profile data.
    1. If you have a discount/coupon code – click **Use a Discount Code**, enter the code, click **Apply**, and click **Submit**.
  - g. You may print your receipt now or at any time during the credit claiming process. Click **OK** to complete the registration process.

### Claiming Credit after the event has ended

1. Access <http://learn.heart.org>.
2. Click **SIGN IN/SIGN UP**, enter your Username and Password, and click **Sign In**.
3. Click Activities in Progress.
4. Select the activity to display the completion pathway.
5. Review the Activity Overview tab, scroll to bottom and click **Continue**.
  - a. You may be required to check a confirmation box that you have read the information.
6. Click the **Launch** button to complete an evaluation on the course. This step is required to claim credit. Once complete, click **Continue**.
7. Claim your credit by clicking the **Claim** button for the appropriate accreditation.
  - a. You may qualify for more than one credit type based on your user profile.
  - b. ACCME, ANCC, and CECBEMS allow claiming of variable credit. You will be given the option to claim all or part of the activity credit if applicable to your user profile.
8. Click **Continue** to generate your certificate.
9. Click the certificate link to print or save it.
10. Click **Close**. The activity is stored under Completed Activities.

**You are strongly encouraged to claim your CME/CE credit within 30 days of the conference. For customer support please contact our National Engagement Center at 1-888-242-2453 (between 8AM-5PM Central Standard Time) or email [learn@heart.org](mailto:learn@heart.org).**