



2015 Practice Management Workshop

Claiming Credits

Beginning Tuesday, July 21, 2015 at 12:00pm (CST), you may claim your credits by following these instructions:

- Navigate to <http://education.aaaai.org/PMW15>.
- Click “Yes” to the question “Do you want to enroll in this course” even though you have already enrolled.
- Log in by selecting the appropriate choice and entering your username and password.
- Scroll to the bottom of the course page and click “Take Course.”
- If you haven’t already, select your area of practice and save.
- If you did not already do so, review the CME Info, Hotel and Resources and Handouts pages (mandatory to claim credit).
- Complete and submit the evaluation.
- Enter the amount of credit you earned (Max: 13.25 CME/15.90CE).
 - Faculty: claim only the number of hours attending sessions--do not claim credit for presenting; 60 minutes of attendance = 1.00 CME credit).
- Click “Claim Credit” and print your certificate.

After completing the activity, your certificate will be available online for download at anytime in your AAAAI transcript.

Credit must be claimed by June 30, 2016. Credit requests on or after July 1, 2016 will be subject to an administrative fee.

Credit claiming questions? Please contact the AAAAI Education Staff at 414-272-6071 or at cme@aaaai.org.