

## 2017 Practice Management Workshop Credit Claiming Instructions

*Credit claiming will be open through June 30, 2018. Credit requests on or after July 1, 2018 will be subject to an administrative fee.*

- Navigate to <https://education.aaaai.org/2017PMW>
- Click 'Log in' at top right side of page
  - Click 'I am a member of the AAAAI' or 'I am not a member, but I have an account/have claimed credit through the AAAAI'
  - Enter your AAAAI username and password
    - If you have forgotten your login information, click 'I have forgotten my username and/or password'
    - Enter your email address
    - You will receive an email—click the link to reset your password
    - Once you are logged in, return to <https://education.aaaai.org/2017PMW>
- Click the 'Begin' tab if you are not automatically placed there
- Click the red 'Begin' button
- Proceed to the evaluation and complete
- Claim your credits
- Print and/or save your certificate (optional)

*If you have any questions about this process or are having difficulty logging in to our system, please feel free to contact AAAAI Education Staff at [cme@aaaai.org](mailto:cme@aaaai.org) or 414-272-6071.*

*Please note: The AAAAI Learning Management System no longer supports Internet Explorer. Please use one of the two most recent versions of Google Chrome, Mozilla Firefox, or Safari to navigate this site.*