

Part II: Lifelong Learning and Self-Assessment

American Board of Addiction Medicine



2013-2014 Part II Handbook

Table of Contents

How to Upload A CME from the ABAM-Approved Educational List	2
How to Self-Report A CME	3

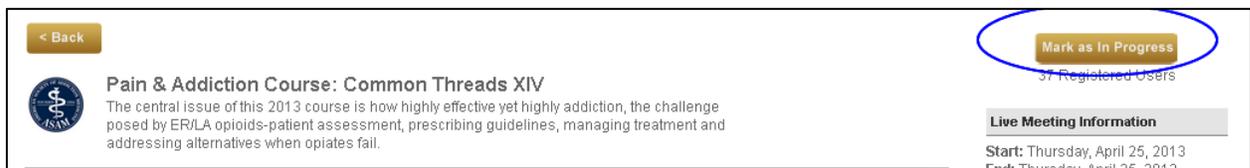
How to How to Track CME Credits

1. Go to <https://portal.abam.net> and login
2. Click on the **Educational Activities** tab.



3. **Determine whether or not the activity you would like to get credit for is an ABAM-approved activity.** This distinction is important because 13 of your 26 required CMEs must come from ABAM-approved activities, so they are tracked separately.
 - a. Scroll to the bottom of the list and click “View All.” Then use your browser’s search function (try CTRL-F on your keyboard) to search for keywords in your event.
 - b. Not all ASAM-sponsored activities count as ABAM-approved activities.
4. If you found that the activity you had in mind is on the list, proceed with these instructions. If your activity is not an ABAM-approved activity, you should [enter it manually as a Self-Reported CME](#). (instructions are below.)

Click on the listing of your ABAM-approved activity, and on the next page displayed, click “Mark as In Progress.” Your screen will update.



5. After you’ve completed any online activities – or right away, if you attended a live event that is now over – fill in the completion date (in the format DD/MM/YYYY, or by picking a date from the calendar). Then click “Mark as Complete.”



Your completion of this activity will be confirmed on this screen, and will also be reflected in two places:

- You will see the item listed in your CME History page
- The number of credits will be reflected in the total shown in the tracker on your MOC page

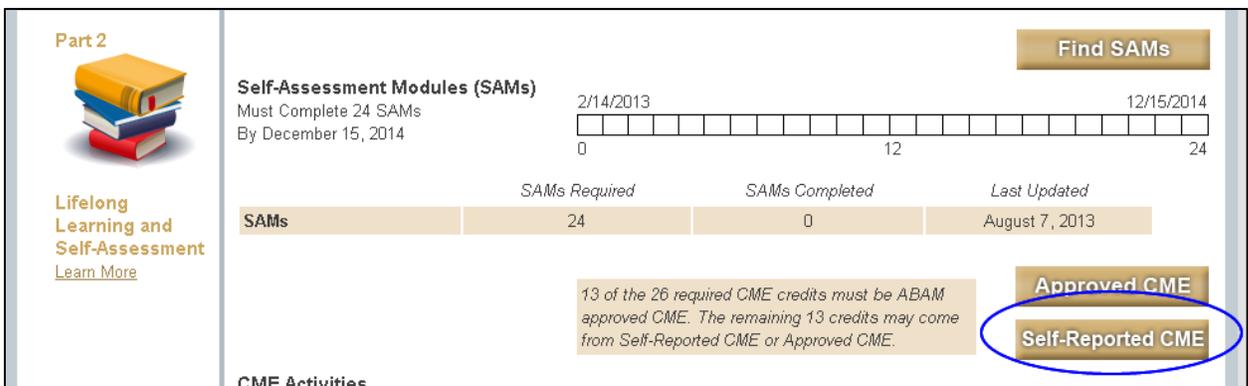
How to Manually Enter CME Credit

You can apply up to 13 CMEs earned by completing non-ABAM approved activities towards maintenance of your certification, providing the activity is addiction related and you earn AMA PRA Category 1 credit for completing it.

1. Go to <https://portal.abam.net> and login.
2. Click on the **Maintenance of Certification** tab.



3. Scroll down to the Part II area. Click the **Self-Reported CME** button. *This button will be grayed-out for Diplomates who have already exceeded the maximum number of credits of non-ABAM approved activities that can count towards maintenance of certification.*



4. Fill in the activity title, the completion date, the number of credits, whether it was online or live. Don't forget to click the attestation box! Then click **Save**.

Add CME Activity ×

CME Activity Title: *

Description:

Completion Date: * 

Activity Learning Format:

Accreditation Provider:

Credit Amount:

Credit Type: *AMA PRA Category 1 Credits™*

Location Online Live

I attest that all of the information being submitted above is true, that the number of CME Credits being claimed for the activity is accurate, and that I participated in the CME activity being submitted. *

And I understand that I may only claim credit once for any activity, and cannot claim credit a second time if I have already been awarded credit for the same activity. Supporting documentation requirements include a program or announcement indicating speakers, accredited providers, date and locations of the activity.

5. If you like, go to your **CME History** page, to double-check that it is listed there.