Creating a CME Passport Account – Step 1
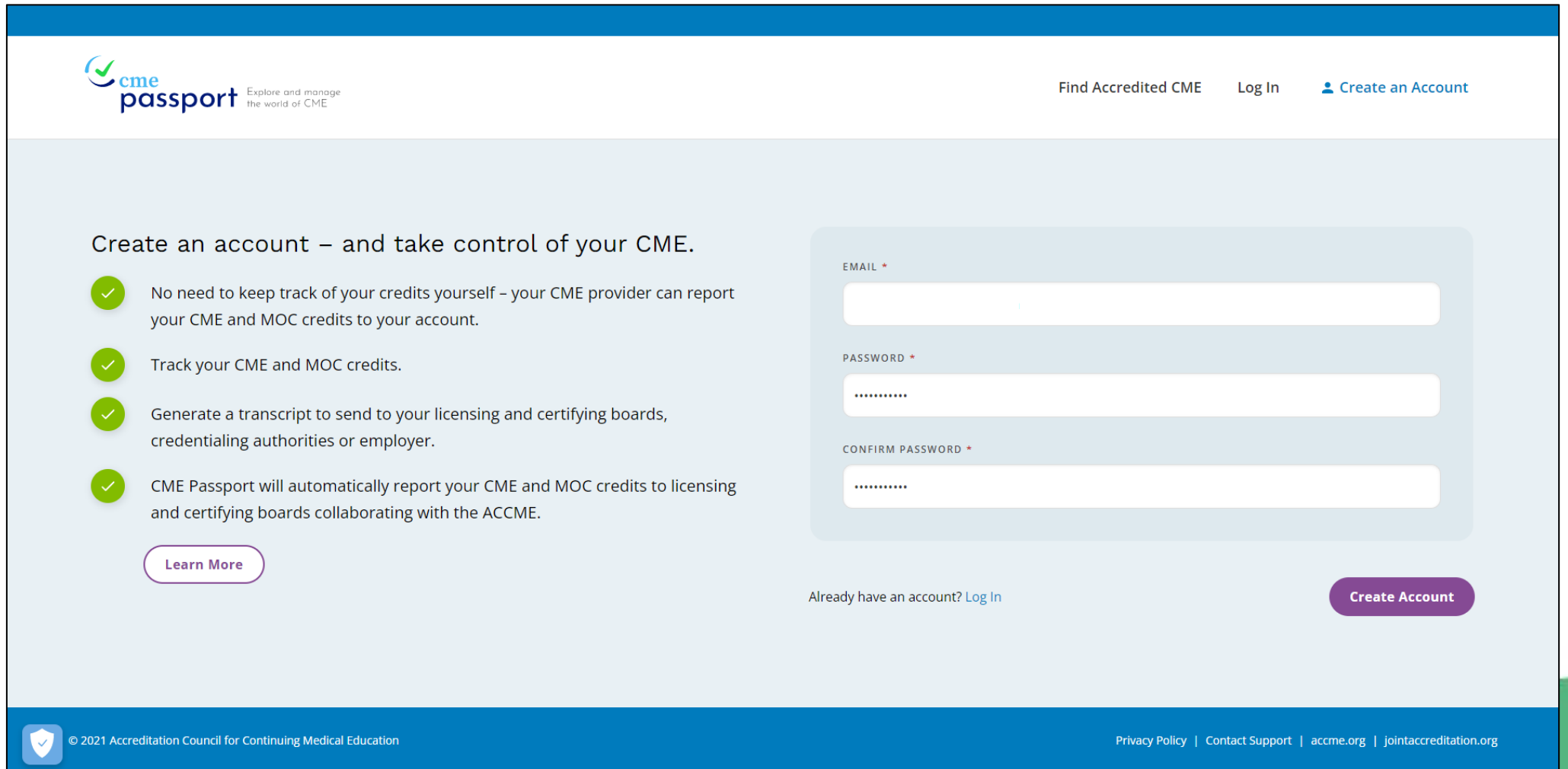
Go to CMEPassport.org and click on Create an Account.

Creating a CME Passport Account – Step 2

Enter your email address and a password for your new account and click Create Account.

Creating a CME Passport Account – Step 3

Check your email for your personal account confirmation code.

ACCME Learner Account

AP   ACCME Physician App <physicianapp@accme.org>

1/24/2023

Hello!

Please use the following confirmation code to continue signing up for the ACCME Physician app: **1091**

Note that this code expires in 10 minutes.

Need Assistance?
If you need assistance, please contact ACCME at info@accme.org.

Regards,

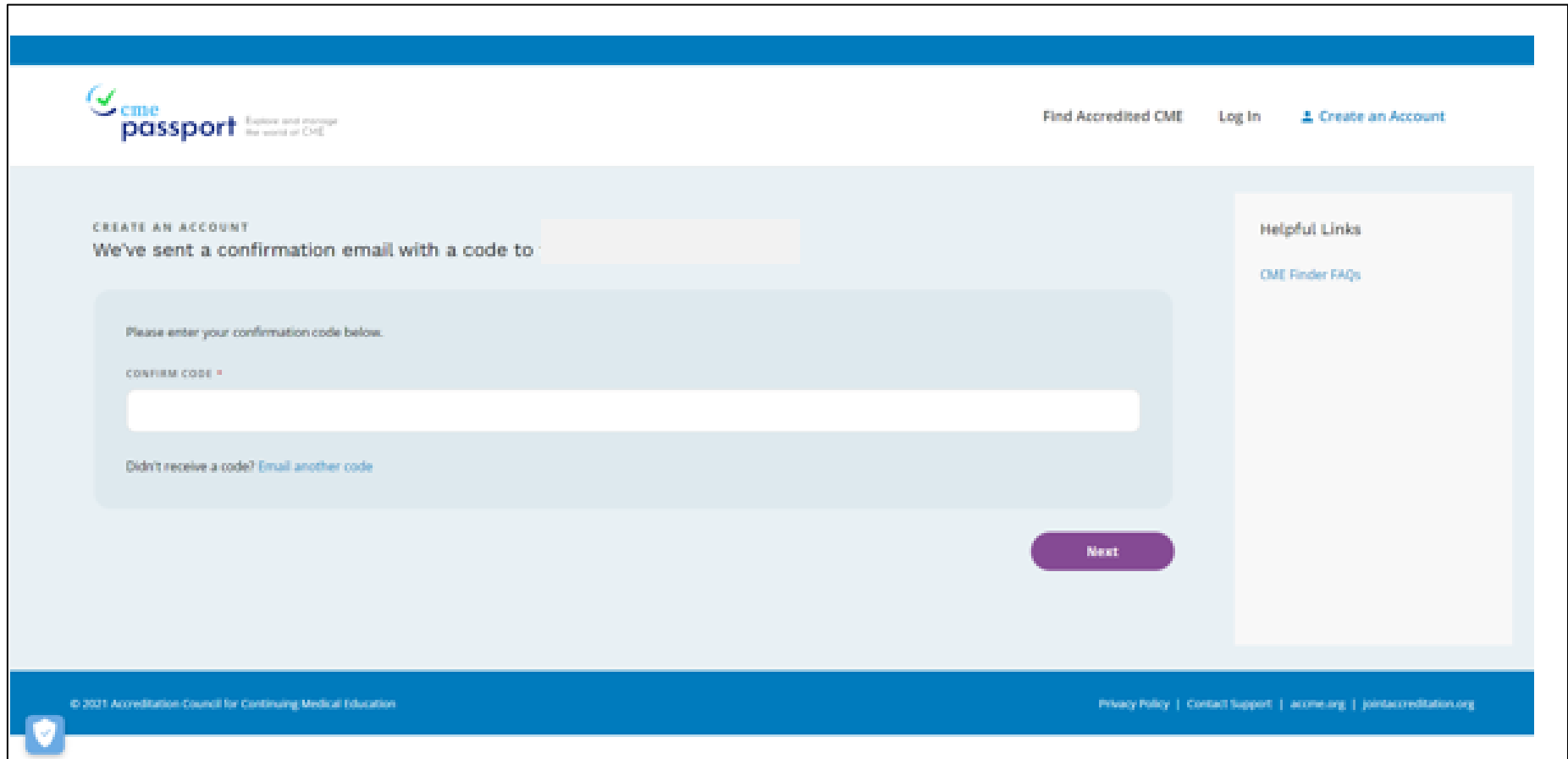Accreditation Council for Continuing Medical Education
www.accme.org
401 N. Michigan Avenue, Suite 1850
Chicago, IL 60611

Creating a CME Passport Account – Step 4

Enter the confirmation code that was sent to your email and click Next.

Creating a CME Passport Account – Step 5

Enter the required information to create your account. The system will attempt to make a match on you with this limited information. You may also need your license ID, so have that ready.
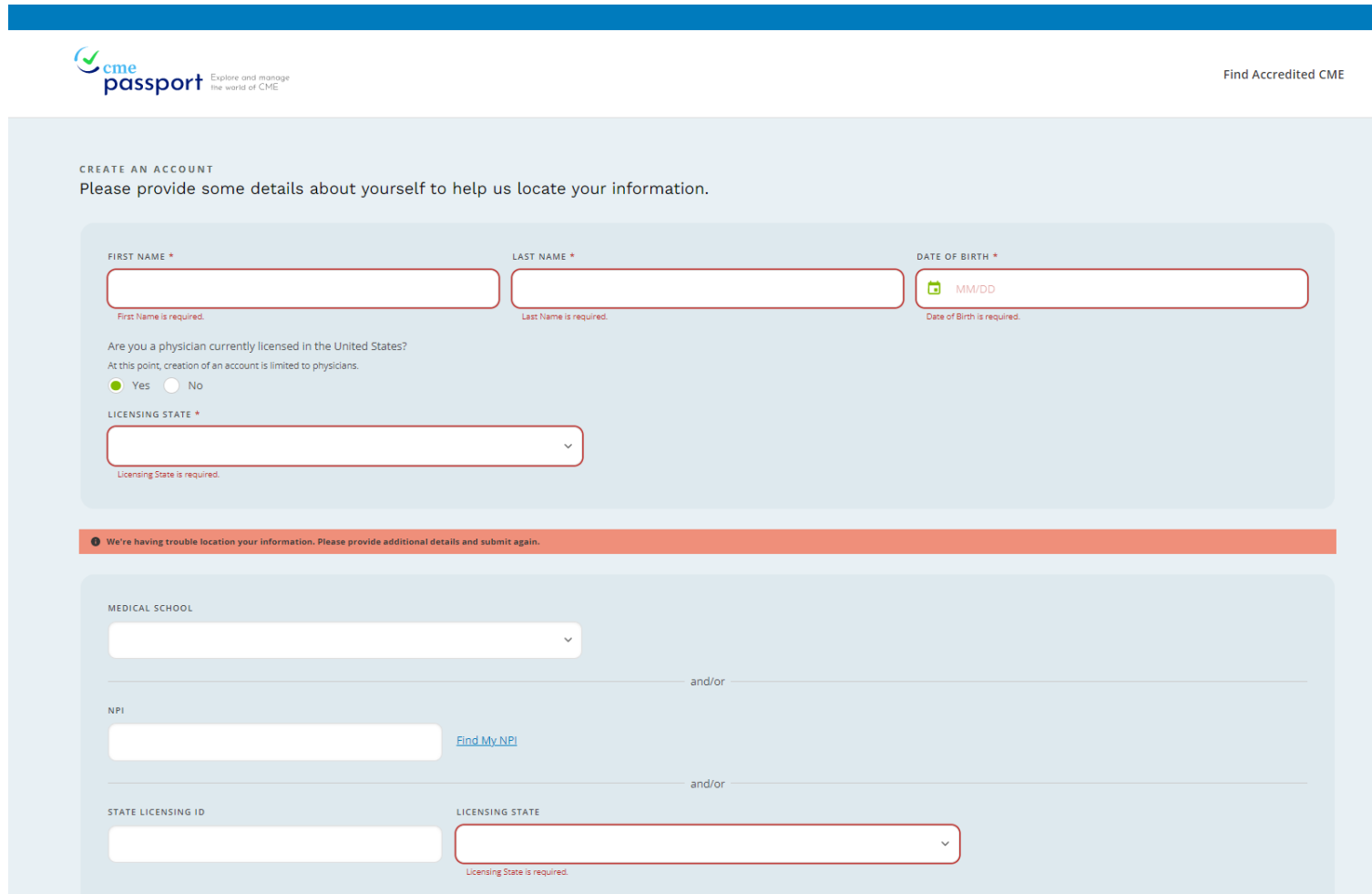
Creating a CME Passport Account – Step 6

If CME Passport is unable to match you with this first round of information, you will be asked to provide additional information, such as license ID, medical school, or NPI.
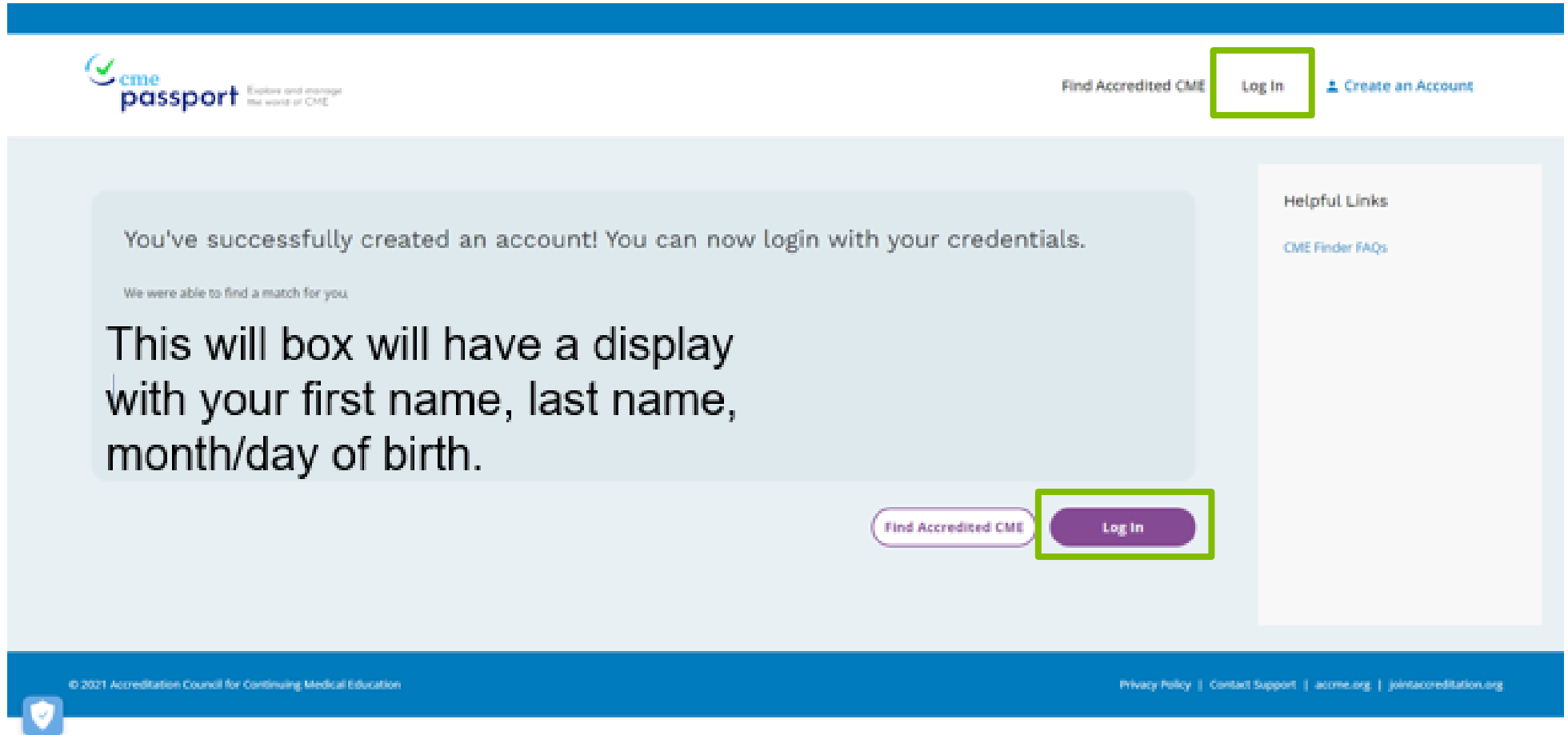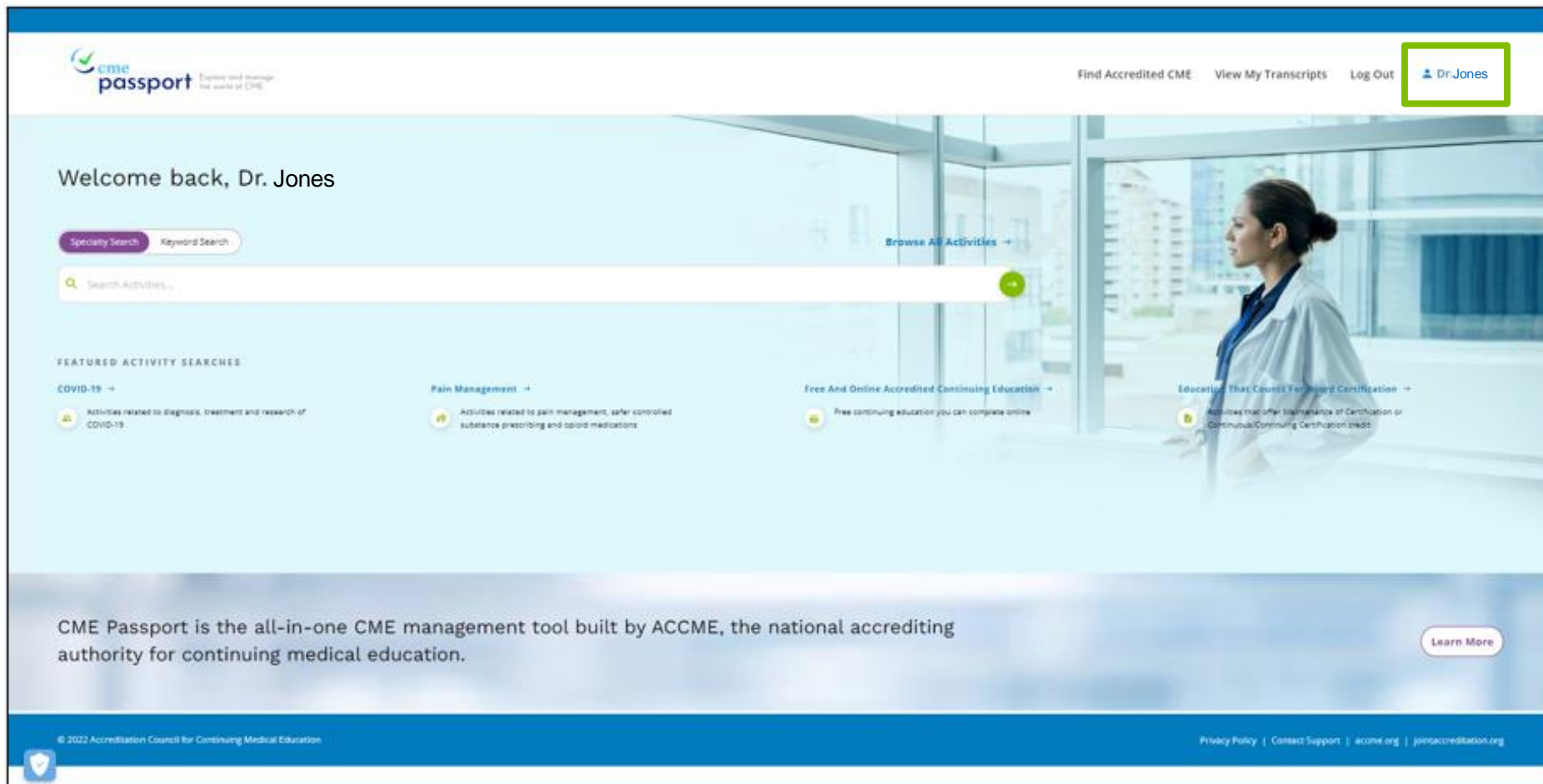
Success!

You have successfully created an account once you have received this message. You can then log-in using your email and the password you created at Step 1.

Complete the Onboarding Process

Once the system has matched you to our records and you are logged in you will see the following. Click on your name in the upper right-hand corner, to complete a few more steps.

Complete the Onboarding Process

Follow the prompts to complete the onboarding. The information presented will vary depending on the certifications and licenses you hold.

Viewing CME Transcripts

Click on View My Transcripts in the left navigation panel to see the credit that has been reported on your behalf.

Sending or Downloading a CME Transcript
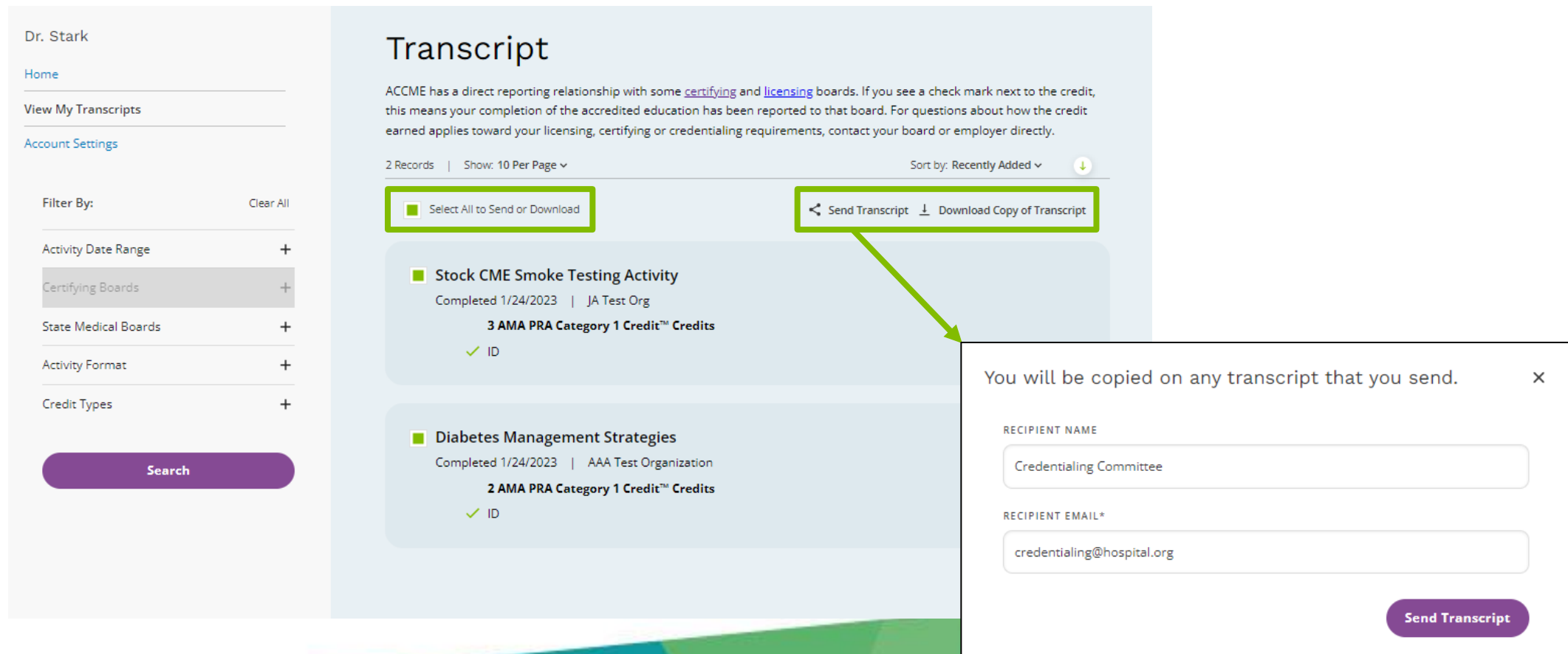
Either click Select All to Send or Download or check the boxes next to the credit records you want to include in your transcript. Then click on Send Transcript or Download Copy of Transcript. If sending a transcript, enter the name and email address of the person you want to receive the transcript.