

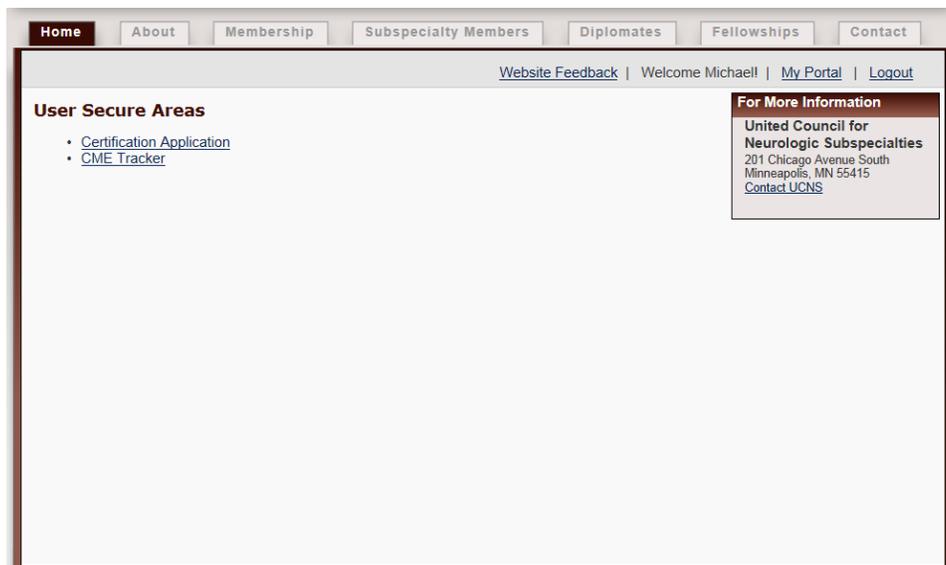


UCNS CME Tracker

Track the required continuing medical education (CME) credits needed to maintain your certification using the online CME Tracker. Enter your subspecialty specific AMA PRA Category 1 Credits™ throughout your 10-year certification period for easy tracking, printing, and submission with your recertification application.

INSTRUCTIONS

1. Complete and submit the online CME Tracker [Request Form](#). Access is not instantaneous and may take up to one business day to be activated.
2. Once access has been granted, log into the online application system by clicking the Login link in the upper right corner of any page on the [UCNS website](#) and enter your username and password.
3. Once logged in you can return to the CME Tracker at any time by clicking **My Portal**.



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4. Click on **CME Tracker**.
5. Click **Add new CME**.

6. All information must be entered for all CME activities. Please note:
 - Specific titles must be provided for all CME activities and all CME activities must be listed separately.
 - Dates must be entered in the MM/DD/YYYY format.
 - Please round all CME hours to the nearest two decimal places if needed (i.e., 3.725 to 3.73).

The screenshot shows a web interface for a 'CME Tracker'. At the top, there is a navigation menu with buttons for 'Home', 'About', 'Membership', 'Subspecialty Members', 'Diplomates', 'Fellowships', and 'Contact'. Below this is a user greeting: 'Website Feedback | Welcome Michael! | My Portal | Logout'. The main content area is titled 'CME Tracker' and contains a form with the following fields:

- Title of Program: [Text input field]
- Sponsoring Organization: [Text input field]
- Start Date: [Date picker with 'mm/dd/yyyy' format]
- End Date: [Date picker with 'mm/dd/yyyy' format]
- Hours: [Text input field]

 A 'Save' button is located at the bottom of the form.

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7. After CME activities have been entered, the option to generate a CME report will become available.
8. To track your progress for meeting your UCNS recertification requirements or to print a report for a recertification application, click **Generate CME Report**.

The screenshot shows the 'CME Tracker' interface after several activities have been entered. At the top, the navigation menu and user greeting are the same as in the previous screenshot. The main content area is titled 'CME Tracker' and displays a table of activities. Below the table are two buttons: 'Add new CME' and 'Generate CME Report'.

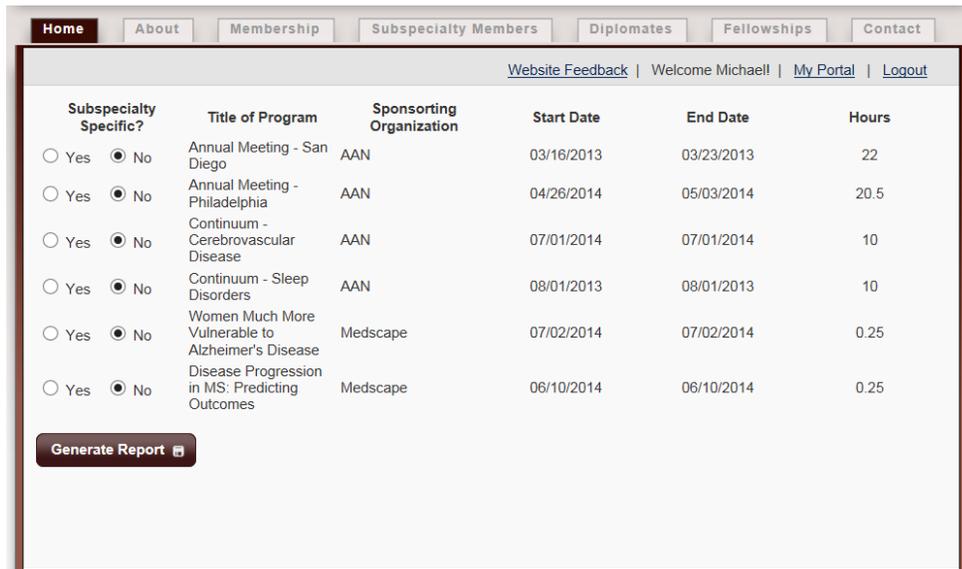
Title of Program	Sponsoring Organization	Hours		
Annual Meeting	AAN	25	Edit	Delete
Annual Meeting	AAN	21.25	Edit	Delete
Annual Meeting	AAN	17.75	Edit	Delete
Annual Meeting	AAN	23.5	Edit	Delete
Annual Meeting	AAN	22	Edit	Delete
Annual Meeting	AAN	20.5	Edit	Delete

9. Select the subspecialty from the dropdown menu and click **Select CME For Report**



- Diplomates certified in multiple subspecialties will have the option to print a report for each subspecialty.

10. Only CME credits earned between the issue and expiration dates for your certification will be displayed.



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11. UCNS requires that a minimum of 20% of the total CMEs earned are on topics that are specific to the subspecialty certification. On the report, indicate which CMEs are to be applied towards the minimum subspecialty-specific requirement and click **Generate Report**.

Home About Membership Subspecialty Members Diplomates Fellowships Contact						
Website Feedback Welcome Michael My Portal Logout						
Subspecialty Specific?	Title of Program	Sponsoring Organization	Start Date	End Date	Hours	
<input checked="" type="radio"/> Yes <input type="radio"/> No	Annual Meeting - San Diego	AAN	03/16/2013	03/23/2013	22	
<input type="radio"/> Yes <input checked="" type="radio"/> No	Annual Meeting - Philadelphia	AAN	04/26/2014	05/03/2014	20.5	
<input checked="" type="radio"/> Yes <input type="radio"/> No	Continuum - Cerebrovascular Disease	AAN	07/01/2014	07/01/2014	10	
<input checked="" type="radio"/> Yes <input type="radio"/> No	Continuum - Sleep Disorders	AAN	08/01/2013	08/01/2013	10	
<input checked="" type="radio"/> Yes <input type="radio"/> No	Women Much More Vulnerable to Alzheimer's Disease	Medscape	07/02/2014	07/02/2014	0.25	
<input type="radio"/> Yes <input checked="" type="radio"/> No	Disease Progression in MS: Predicting Outcomes	Medscape	06/10/2014	06/10/2014	0.25	

[Generate Report](#)

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12. Select **Click here to download your report**. Your CME report will be generated as a PDF document that can be viewed to monitor your CME progress and then uploaded with your recertification application for CME documentation. The report is broken down into subspecialty-specific CME credits and general CME credits, with totals displaying for each type as well as a cumulative total.
13. Questions? Contact UCNS at (612) 928-6399 or applications@ucns.org.