CLAIMING YOUR CREDITS AND PRINTING CERTIFICATES

The online AAP Transcript System is the official way to claim credit and print certificates for all AAP CME Activities and access transcripts.

Credits must be claimed within one (1) year of the CME activity's end date.

Please allow 5 business days after the activity has concluded to claim credit.

All activity participants must claim their credit online, where you also have the option to print a copy of your certificate. Individual or paper certificates will not be distributed to you post-activity.

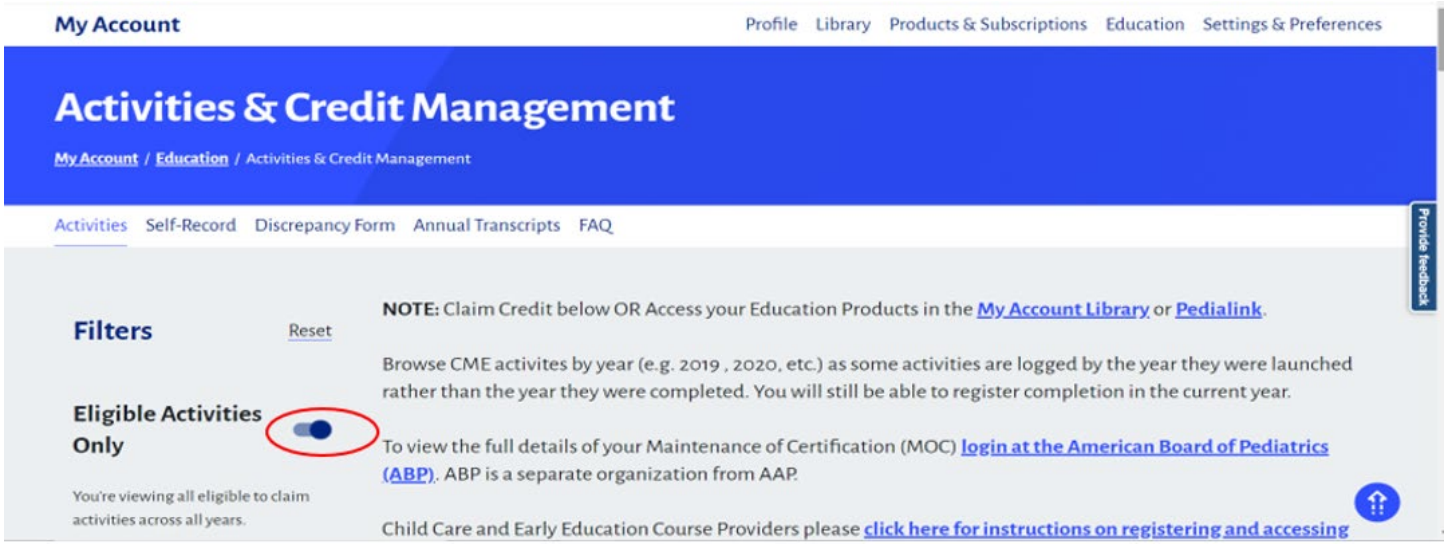
To claim your credits, please use these quick and easy-to-follow instructions:

Claim Credit:

1. Log on to http://transcript.aap.org with your Email and Password.

   If you do not have an AAP account:
   1. *Under Login Help - Click **Create an Account** located in the lower right corner of the page.*
   2. *If you have an account but forgot your password, click **Reset Password** on the left. An email with instructions will be sent to your email address.*

   Below is a screenshot of the page that should appear when you log on to the transcript system:



*Click the **blue** reset button next to Eligible Activities Only and a dropdown box will appear.*

2. Navigate to the activity for which you wish to claim credit.
   Note: You can use the activity start year filter, search bar, or status filters to narrow your selection.

3. Next to the activity, click the **Claim CME** button.

4. Enter the **total** number of credits you are claiming, commensurate with the extent of your participation in the activity.
   Note: for multi-day activities, only the total number of credits can be recorded; credits cannot be entered per day.
   Credit can only be claimed ONCE, do not claim credit until you have completed the course.

5. Click the **Confirm Claiming** button to complete the claiming process. After you have claimed your credit, you can

click the print certificate link to download/print a certificate or go back to your list of activities.

Print Certificate of Participation for an activity in which credit has already been claimed:

1. Click **Activities** in the main navigation bar. Navigate to the activity for which you wish to print the certificate.
   Note: You can use the activity start year filter, search bar, or status filters to narrow your selection.

2. Select the **View Certificate** link.

3. Select **Certificate Type,** then **Generate Certificate**.

4. Select **Download** button and print certificate.

Non-AAP Members: Please follow the above steps to claim your credits and print a certificate. If you do not have an account, please follow the instructions above to create an account.

TRANSCRIPTS

AAP Members and PediaLink Subscribers:

AAP members and PediaLink subscribers have complimentary access to view and print yearly CME transcripts.

1. Log on to http://transcript.aap.org with your Email and Password.

2. Click the Annual Transcripts link in the upper navigation menu of the transcript system to access and print a yearly transcript report.

3. Select Your Profession, Select Year and click **View Transcript** button. At the top of the page, you may print or download the transcript.

Non-AAP Members:

1. If you request a print copy of your transcript, there is a $25.00 charge for each year requested. This can be ordered by calling 866/843-2271. Please have the following information available for your request:
   a. Your name
   b. Your AAP ID number
   c. The transcript year
   d. Your credit card number (only accepted by phone)

To send a payment via mail, please send the above information (a-c) and your check payment to:

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