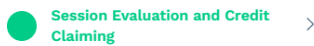




Evaluating Sessions and Claiming Credit for AOHC 2023

1. Click on the Session Evaluation and Credit Claiming Link within the session in the Swapcard app.



2. You must complete the evaluation for the session(s) and click on the star next to the session(s) you attended – this will turn the star blue and add it to the **My Sessions** tab.
 - **PLEASE NOTE: You cannot claim credit for two sessions that took place at the same time.**

3. You must also complete the **Overall Meeting Evaluation** at some point to print your certificate.

4. Once an evaluation has been completed, there will be a check mark indicating it has been done, and the blue star shows that it has been added to the **My Sessions** tab. If the star does not turn blue once you have completed the evaluation, you can click on the star to add it to your list.

Search Sessions

Keywords: Category: All

Speakers: - All - Day: All

View As: List

(click on column headings to sort)

Add	Evaluate	Title
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Overall Meeting Evaluation

5. On occasion, there are some sessions that do not automatically add the CME Credit. You can view this under the **My Sessions** tab. Hover over the box that says, “**hover for credits,**” and click on the number of credits you are claiming.

My Sessions

Total CME credit claimed: out of a maximum of 28.75

Evaluate	CME	Title
<input checked="" type="checkbox"/>	n/a	Overall Meeting Evaluation
<input checked="" type="checkbox"/>	1.5	Alcohol, Tobacco, Obesity and Sleep (ATOS): Occupational health surveillance and intervention for the major determinants of public health at workplace and treatment of insomnia
<input checked="" type="checkbox"/>	<input type="text" value="hover for credits"/>	An Osteopathic Approach to Low Back Pain: Introduction to the Fascial Distortion Model and Review of Clinical Guidelines

6. Completed evaluations and total CME claimed will be visible under the My Sessions tab.

The screenshot shows the top navigation bar of the ACOEM AOHC2023 website. The 'My Sessions' tab is highlighted with a red box. Below the navigation bar is a search section with fields for Keywords, Speakers, Category, Day, and View As, along with a Search button. Below the search section is a table with columns: Add, Evaluate, Title, Type, Date, Time, and ID.

Add	Evaluate	Title	Type	Date	Time	ID
★	Overall Evaluation		Overall			
★	Evaluate	Suture Skill Workshop	Concurrent Session	3/28/23	8:00 am - 10:00 am	101

7. To access certificates and transcripts, click on the **My Certificates** tab.

- You can view/print/email your CME certificate and/or your transcript. Ensure that your name and proper email address are visible.

CME Certificate

[View/Print Certificate](#)

or

[Email Certificate](#)

Email to Name:

Email Address:

Transcript

[View/Print Transcript](#)

or

[Email Transcript](#)

Email to Name:

Email Address:

8. Reminders and additional instructions will be emailed to you after AOHC 2023.