

# CME Submission Guide

## 2026 Annual Convention and Scientific Sessions

Please follow the steps below to submit your CME credits. Screenshots will be provided for each step to guide you through the process.

1. Click the provided link [here](https://www.acoi.org/mms/cme_earned.cgi).
  - If the hyperlink does not work, copy and paste the link into your web browser:  
[https://www.acoi.org/mms/cme\\_earned.cgi](https://www.acoi.org/mms/cme_earned.cgi)
2. From the dropdown menu, select “**2026 Annual Convention and Scientific Sessions**” and click “**Select.**”
  - *Note: There are two options available—**Onsite** and **Virtual**. Please be sure to select the option that matches your registration.*

Choose convention or meeting from the list below.

2026 Annual Convention and Scientific Sessions - Onsite

Select

Choose convention or meeting from the list below.

2026 Annual Convention and Scientific Sessions - Virtual

Select

Follow the next 3 prompts as they appear on the screen:

3. Select your **Learner Type**.

Learner Type:

- ☐ I am a resident/student
- ☐ I am an attending physician
- ☐ I am a Non-Physician Healthcare Professional

4. Select your **Certificate Type**:

Certificate Type:

- ☐ I want an AOA certificate
- ☐ I want an AMA certificate

5. Enter your First Name, Last Name and AOA number, then click “**Next.**”

- *If your AOA number begins with a zero, drop the leading zero*
- *If you do not have an AOA number or your ABIM number, leave the fields blank.*

→ First Name:

→ Last Name:

→ AOA Number: If your AOA number begins with a zero, please drop the zero.

→ ABIM Number: This number is required to earn MOC points. Please ensure your ABIM number is correct. If your ABIM number begins with a zero, please drop the zero.

**Next**

6a. You will be directed to the next page. Enter the **total number of CME hours** you are attesting to in the first box.

- *You may use the attached CME tracker if you need help calculating your total hours.*

→ CME type: 1A • CME max: 50.75 hours

|                      |                                                                  |
|----------------------|------------------------------------------------------------------|
| <input type="text"/> | <b>CME hours</b><br>(max 50.75)                                  |
| <input type="text"/> | <b>CME FL Rules hours</b><br>(max 1.00)                          |
| <input type="text"/> | <b>CME Prescribing Controlled Substances hours</b><br>(max 1.75) |
| <input type="text"/> | <b>CME Medical Errors hours</b><br>(max 1.75)                    |
| <input type="text"/> | <b>CME HIV hours</b><br>(max 1.00)                               |
| <input type="text"/> | <b>CME Domestic Violence hours</b><br>(max 2.00)                 |

6b. If you attended any of the state special sessions, please be sure to indicate them in the boxes identified below.

CME type: 1A • CME max: 50.75 hours

CME hours  
(max 50.75)

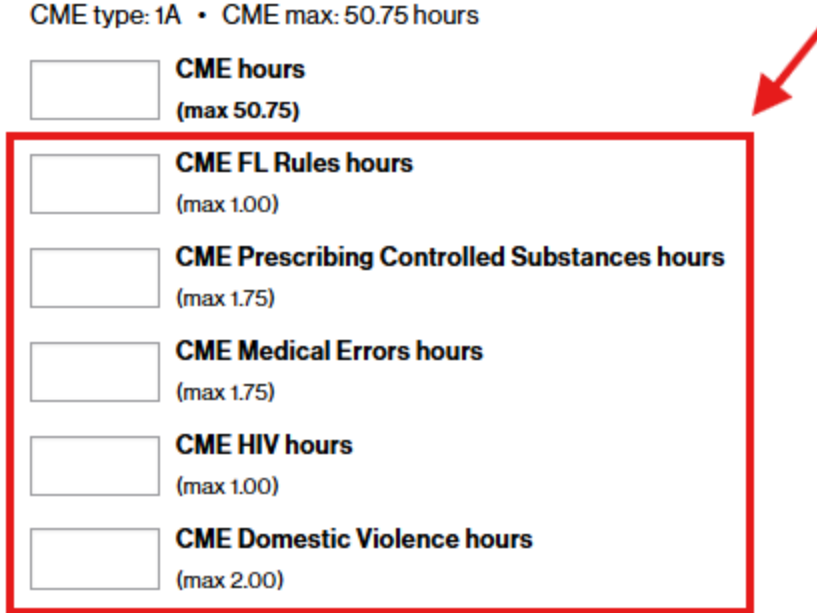
CME FL Rules hours  
(max 1.00)

CME Prescribing Controlled Substances hours  
(max 1.75)

CME Medical Errors hours  
(max 1.75)

CME HIV hours  
(max 1.00)

CME Domestic Violence hours  
(max 2.00)



7. Indicate whether you **hold a Florida state license**.

- If yes, you'll be prompted to enter your **Florida state license number**.

- ☐ I hold a Florida State License
- ☐ I do not hold a Florida State License
- 

8. Read the disclaimer. If you agree, check the box and click "**Save All**."

***Any physician who must claim hours for their state board must submit to their state board individually. ACOI does not report to state boards.***

☒ By checking this box, you agree to the disclaimer above.



Save All

Cancel



9. You will receive a confirmation message stating that your CME credits have been recorded.

From there, you can download or print your certificate by selecting **“Click here to view your certificate.”**

ACOI will send your credits to the AOA. CME hours are reported to the AOA on a rolling basis, you will not need to do anything else. **Your credits will be submitted to the AOA for the current CME cycle.** Please do not submit your CME certificate to the AOA, they will not accept it and could potentially cause a delay.

**CME Certificate**

[Click here to view your certificate.](#)

**Need Help?**

If you experience any issues or have questions, please contact ACOI's Education Team at [education@acoi.org](mailto:education@acoi.org) or (800) 327-5183.