

# How to Self-Report Continuing Medical Education Hours or Exceptions to CE Broker

Use this guide to report any CME you have completed that has not been reported on your behalf for the CME cycle.

Upon logging in, select “Report CE” at the top right.



Once here, you can proceed with reporting CME hours or select “Additional Options” to report an exception.

A screenshot of the 'Report Continuing Education' page. The page has a blue header with the title 'Report Continuing Education' and a circular icon containing a clipboard and pencil. Below the header is a dropdown menu for 'Select license/certificate #' containing the number '99999999'. A red box highlights the 'Report CE/CME' button in the navigation bar. The main content area contains three sections: 'AOA Category 1 CME (Single Course or multiple courses reported from a single specialty transcript)' with a 'REPORT' button, 'Prescribing Controlled Dangerous Substances CME' with a 'REPORT' button, and 'AMA Category 1 CME (Single Course or multiple courses reported from a single specialty transcript)' with a 'REPORT' button. Each section includes 'Learn More' and 'How to Report' links.

If Additional Options is selected, you may report an exception to the 1 hour of Proper Prescribing or Residency/Fellowship exception to hours for the CME cycle. These selections must be made for each CME cycle they apply to.

## Proper Prescribing CME Exception:

Select “Report” next to “Not licensed to prescribe controlled dangerous substances in Oklahoma”

### Report Continuing Education



Select license/certificate #: 99999999

Report CE/CME Additional Options

Select CE cycle: 07/01/2023 - 06/30/2024

Not licensed to prescribe controlled dangerous substances in Oklahoma REPORT

Residency/Fellowship REPORT

Answer the attestation and select “Continue”

### Questions 1 of 1

Not licensed to prescribe controlled dangerous substances in Oklahoma

I attest that I do not possess the State Bureau of Narcotics and Drug Enforcement Administration authority to handle controlled dangerous substances.

Yes

No

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Attest that your answer is true and correct and select “Submit Now”. This will remove the requirement for 1 hour of Proper Prescribing from this CME cycle.

### Attestation

Not licensed to prescribe controlled dangerous substances in Oklahoma

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I hereby certify the answers are true and correct.

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[SUBMIT NOW](#)

## Residency/Fellowship Exception:

If you were a Resident or Fellow for any portion of the CME Cycle report your CME exception as below.

Select “Report” next to “Residency/Fellowship”

### Report Continuing Education



Select license/certificate #:

[Report CE/CME](#) [Additional Options](#)

Select CE cycle:

Not licensed to prescribe controlled dangerous substances in Oklahoma [REPORT](#)

Learn More ▾

Residency/Fellowship [REPORT](#)

Learn More ▾

Attest you are exempt from CME requirements due to your Residency or Fellowship status and select “Continue”.

### Questions 1 of 1

Residency/Fellowship

I attest that I am exempt from CE requirements because at least part of the time this cycle, I was a resident or fellow.

Yes

No

[BACK](#) [CONTINUE](#)

Attach proof of Residency or Fellowship status and select “Continue”

## Attachments

Residency/Fellowship

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Please be prepared to upload proof of residency or fellowship during the specific cycle for which you're reporting.



ATTACH DOCUMENT

File size up to 16 MB

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Attest your answers are true and correct and select “Submit Now”. This will remove all CME hour requirements from your transcript for this CME cycle.

## Attestation

Residency/Fellowship

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I hereby certify the answers are true and correct.

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## Reporting AOA Category 1 Hours:

Select “Report” next to AOA Category 1 CME (Single Course or multiple courses reported from a single specialty transcript)

### Report Continuing Education



Select license/certificate #:

[Report CE/CME](#) [Additional Options](#)

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AOA Category 1 CME (Single Course or multiple courses reported from a single specialty transcript) REPORT

[Learn More](#) [How to Report](#)

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Prescribing Controlled Dangerous Substances CME REPORT

[Learn More](#) [How to Report](#)

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AMA Category 1 CME (Single Course or multiple courses reported from a single specialty transcript) REPORT

[Learn More](#) [How to Report](#)

Enter the required information. If reporting a transcript, list the date and course type of the last completed course. Select “Continue”

### Course Detail

AOA Category 1 CME (Single Course or multiple courses reported from a single specialty transcript)- [DO]

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**Date Completed \***

**Course Type \***

Live (Involves live interaction with presenter/host)

Anytime (Is not date, time or location specific)

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**SUBJECT AREA**

AOA Category 1 CME  Hours

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Answer Questions 1 – 3 and “Continue” through each page.

### Question 1 of 3

AOA Category 1 CME (Single Course or multiple courses reported from a single specialty transcript)- [DO]

What is the name of the CE program(s)? Or if reporting from a transcript type "Transcript" and the date range of the transcript

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### Question 2 of 3

AOA Category 1 CME (Single Course or multiple courses reported from a single specialty transcript)- [DO]

What is the name of the educational provider that presented the program(s) Or the organization providing your Transcript?

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[CONTINUE](#)

### Question 3 of 3

AOA Category 1 CME (Single Course or multiple courses reported from a single specialty transcript)- [DO]

Was/were the program(s) approved for AOA Category One hours?

Yes

No

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[CONTINUE](#)

Attach your completion certificate or your transcript and select “Continue”.

## Attachments

AOA Category 1 CME (Single Course or multiple courses reported from a single specialty transcript)- [DO]

Please be prepared to upload certification of attendance provided by the organization sponsoring the program.



ATTACH DOCUMENT

File size up to 16 MB

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[CONTINUE](#)

Select “Submit CE” to complete the entry.

## You're ready to submit!

AOA Category 1 CME (Single Course or multiple courses reported from a single specialty transcript)- [DO]

I hereby certify the answers are true and correct.

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[SUBMIT CE](#)

## Reporting Proper Prescribing 1 Hour Course:

Select “Report” next to Prescribing Controlled Dangerous Substances CME

**Report Continuing Education**



Select license/certificate #:

[Report CE/CME](#) [Additional Options](#)

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AOA Category 1 CME (Single Course or multiple courses reported from a single specialty transcript) [REPORT](#)

[Learn More](#) [How to Report](#)

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Prescribing Controlled Dangerous Substances CME [REPORT](#)  

[Learn More](#) [How to Report](#)

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AMA Category 1 CME (Single Course or multiple courses reported from a single specialty transcript) [REPORT](#)

[Learn More](#) [How to Report](#)

Enter the date of the course and begin typing the name of the Educational Provider. Those approved should populate and allow selection. Repeat for Course, then enter the 1 hour and select “Continue”.

**Course Detail**

Prescribing Controlled Dangerous Substances CME - [DO]

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**Date Completed \***



**Educational Provider \***

**Course \***

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**SUBJECT AREA**

Prescribing Controlled Dangerous Substances  Hours

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[BACK](#) [CONTINUE](#)

Attach your completion certificate or your transcript and select “Continue”.

## Attachments

Prescribing Controlled Dangerous Substances CME - [DO]

Please be prepared to upload a certificate of completion.



ATTACH DOCUMENT

File size up to 16 MB

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[CONTINUE](#)

Select “Submit CE” to complete the entry.

## You're ready to submit!

Prescribing Controlled Dangerous Substances CME - [DO]

I hereby certify the answers are true and correct.

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[SUBMIT CE](#)

## Reporting AMA Category 1 Hours:

If obtaining or maintaining Board Certification through the ABMS you may substitute AOA Category 1 hours with AMA Category 1 hours.

Select “Report” next to AMA Category 1 CME (Single Course or multiple courses reported from a single specialty transcript)

### Report Continuing Education



Select license/certificate #:

[Report CE/CME](#) [Additional Options](#)

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AOA Category 1 CME (Single Course or multiple courses reported from a single specialty transcript) [REPORT](#)

[Learn More](#) [How to Report](#)

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Prescribing Controlled Dangerous Substances CME [REPORT](#)

[Learn More](#) [How to Report](#)

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AMA Category 1 CME (Single Course or multiple courses reported from a single specialty transcript) [REPORT](#)

[Learn More](#) [How to Report](#)

Enter the required information. If reporting a transcript, list the date and course type of the last completed course. Select “Continue”

### Course Detail

AMA Category 1 CME (Single Course or multiple courses reported from a single specialty transcript)- [DO]

---

**Date Completed \***

**Course Type \***

Live (Involves live interaction with presenter/host)

Anytime (Is not date, time or location specific)

**SUBJECT AREA**

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AMA Category 1 CME  Hours

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Answer Questions 1 – 3 and “Continue” through each page.

### Question 1 of 3

AMA Category 1 CME (Single Course or multiple courses reported from a single specialty transcript)- [DO]

What is the name of the CE program(s)? Or if reporting from a transcript enter "Transcript" and the date range of the transcript

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[CONTINUE](#)

### Question 2 of 3

AMA Category 1 CME (Single Course or multiple courses reported from a single specialty transcript)- [DO]

What is the name of the educational provider that presented the program(s)? Or the name of the organization providing your Transcript

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### Question 3 of 3

AMA Category 1 CME (Single Course or multiple courses reported from a single specialty transcript)- [DO]

What board certification through the AMA did you obtain/maintain during the current CE cycle?

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Attach your completion certificate or your transcript and select “Continue”.

## Attachments

AMA Category 1 CME (Single Course or multiple courses reported from a single specialty transcript)- [DO]

Please be prepared to upload certification of attendance provided by the organization sponsoring the program.



ATTACH DOCUMENT

File size up to 16 MB

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[CONTINUE](#)

Select “Submit CE” to complete the entry.

## You're ready to submit!

AMA Category 1 CME (Single Course or multiple courses reported from a single specialty transcript)- [DO]

I hereby certify the answers are true and correct.

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[SUBMIT CE](#)