

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.

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 AAP Username and Password
 - a. *Note: If you are already logged into PediaLink (www.pedialink.org), click on the **Continuing Education** tab then the **CME Transcript** button to access the transcript site and continue to step 2.*
 - b. *If you do not know your Username and/or Password:*
 - i. *In PediaLink - Under Log In, click **Don't Know Your Login?** or **Forgot Password?** The link(s) will take you to shop.aap.org.*
 - ii. *In shopAAP - Click **Create an Account** located in the upper right corner of the page. On the right side, click **Forgot Login or Password?** A page will appear to change your login and/or password.*
2. Navigate to the activity for which you wish to claim credit
 - a. *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** or **Claim AAP Credit Only** link
4. Enter the **total** number of credits you are claiming, commensurate with the extent of your participation in the activity
 - a. *Note: for multi-day activities, only the total number of credits can be recorded; credits cannot be entered per day*
5. Click the **Confirm Claiming** box to complete claiming process – after you have claimed your credit, you can click the print certificate link or go back to your list of activities.

Print Certificate of Participation:

1. Click **Activities** in the main navigation bar. Navigate to the activity for which you wish to print the certificate
 - a. *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 **Print** button or **Download** button

Non-AAP Members: Please follow the above steps to claim your credits and print a certificate. If you do not have a PediaLink account, you may create one by going to www.pedialink.org, click the link **Don't Know Your Login?**, click the link **Create an Account**, and follow the instructions to setup 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 AAP Username and Password
 - a. *Note: If you are already logged into PediaLink, simply click on the **Continuing Education** tab then the **CME Transcript** button to access the transcript site. If you do not know your Username and/or Password, please follow the steps above for Non-AAP Members to reset your login/password or create a new account.*
2. Click the Annual Transcripts link in the upper navigation menu of the transcript system (<http://transcript.aap.org>) 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.
4. If you request the AAP to send you 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. Email address
 - d. The year(s) requested
 - e. Your credit card number (only accepted by phone)

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

American Academy of Pediatrics - Publications
PO Box 776442
Chicago, IL 60677-6442

Non-AAP Members:

1. If you request the AAP to record your credits and send you 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. A copy of your Certificate of Participation
 - d. The total number of credits you are claiming
 - e. Your credit card number (only accepted by phone)

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

American Academy of Pediatrics - Publications
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