



How to Claim CE/CME Credits

Rev 1.0

Purpose

The purpose of this document is to describe the process for learners to claim CME/CE credits after completing applicable courses.

Definitions

- **LMS:** A Learning Management System is a software application for the administration, documentation, tracking, reporting, and delivery of educational courses, training programs, or learning and development programs.
- **RQI1Stop Platform:** A learning platform used to manage access and deliver RQI courses/curriculum.
- **RQI Site Administrator:** The organization's representative that manages the RQI1Stop Platform.
- **CME/CE Credits:** Continuing Medical Education or Continuing Education Credits documenting completion of a course of instruction.

Courses Available for CME/CE Credits

The following courses are available for CME/CE credits:

- RQI Courses (credits are available annually after completing Session 4):
 - RQI Provider
 - RQI ALS
 - RQI PALS
- Heartcode Complete and Heartcode Online courses (credits are available after completing the course):
 - Heartcode BLS
 - Heartcode ACLS
 - Heartcode PALS

Applies To

This document applies to organizations that have learners who access RQI courses:

- Enterprise customers – Learners will access the courses through the RQI1Stop Platform.
- 3rd Party LMS customers – Learners will access courses through their organization's LMS.

Certificate Availability

- After a learner claims the CME/CE credits, the certificate will be available for download until replaced by the next CME/CE credit for the course.

How to Claim CME/CE Credits (Overview)

- Learner completes the required course learning criteria.
- Learner completes the Evaluation.
- Learner claims the CME/CE credits.
- Learner downloads the CME/CE certificate.

How to Claim CME/CE Credits (Details)

1. The EVALUATION button will be available after the learner completes the required course learning criteria.
2. The learner clicks on the EVALUATION button and completes the evaluation.
3. The CLAIM CME/CE button will be available after the learner completes the evaluation.

