Frequently Asked Questions

How do I get to my CME Bank?
Log-in to your MY ARDMS. Once on your MY ARDMS homepage, under “Maintaining Certification” click CME Bank. From here, you can view your complete CME bank, upload your CMEs or view quick CME bank FAQs. On the left hand side, the CME at a Glance box provides a quick view of your current CME period and your CME credits.

Before getting started, a few helpful tips:
- Chrome and Firefox web-browsers best support the CME upload, other browsers may cause technical difficulties
- Clear out your web-browser cache to eliminate web-browser timeouts
- Have all required documentation prior to the start of uploading
- Upload only 5 CME entries at a time

How do I upload CMEs?
Step 1:
Click Upload CMEs To Your CME Bank and fill-out the required fields with the information found on your CME certificate, a copy of your certificate is required to complete the upload (acceptable formats jpeg, gif, pdf or png). Next, click Add New Activity and you will be asked if you’d like to add additional CMEs. If yes, you will repeat step 1 of entering in the information found on your next CME certificate. If no, you will be taken to Step 2.

Step 2:
To complete the CME upload process, you must attest to the confirmation statements for the CME submission by clicking the check box at the bottom of the page. Attesting ensures that your submission complies with ARDMS rules and policies.

Step 3:
Click Submit CME(s) to complete the CME upload process.

How do I view all my CMEs?
From the CME homepage, click View Your CME Bank and all submitted CMEs will be in view.

How do I print my CMEs?
From the View Your CME Bank page, adjust the CME view to your preferred print view and click Print Current View.

I have too many CMEs in the CME bank; can I filter them to see a preferred view?
Yes. From the View Your CME Bank page, you can narrow your search result by specifying the activity start/end date, sponsor, specialty or status. Then, click Search.

I’ve uploaded many ARDMS-accepted CMEs but none are approved?
Any CME hours reported by you, unless reported directly by the established automatic CME reporting programs by ARDMS, will remain pending until you are selected for audit during your three-year CME period. If you are selected for audit, your submitted documentation will be reviewed and the status of your CME hours will be updated to either approved or denied.

Need additional help?
For additional help contact CMEbank@ardms.org