



How to UPDATE Your American CME User Profile

Purpose:

Use this document to create or update your American CME User Profile. All EMS personnel must assure that you follow the instructions below.

Directions:

1. Go to www.AmericanCME.com
2. Log in using your username and password.
 - **NOTE:** Your Agency Administrator (which is most likely your EMS Coordinator) will provide you with your username and password if this is the first time you are logging on to the site.
3. Click on "My Account".
4. You will be taken to your "Account Profile".
5. The following areas **MUST** be completed/updated:
 - a. **Practice Area:**
 - i. Update your profile to include your EMS license level in the "Practice Area". Check the EMS license that applies to you.
 - b. **Organization Affiliations:**
 - i. Review and update all of your information, as needed.
 - ii. Make sure all of your agencies that you work at (organizations) are listed in this section. You can affiliate yourself with multiple organizations.
 - iii. When you "add" an organization it will send a request to that Agency Account Administrator. The organization will appear in your organization affiliations once they approve the request.
6. It is **RECOMMENDED** that you update the following information:
 - a. Input your EMS License Number if you use, or intend to use, your American CME CE's towards renewing your NREMT license. Visit <https://w2.lara.state.mi.us/VAL/License/Search> to look up your EMS license number, as needed.

NOTE: American CME has identified that some students have multiple User Profiles. Please contact American CME by email at Jeff.Latkowski@AmericanCME.com if you would like to consolidate your accounts and records.