

Instructions for Claiming SAMs and CME for AMP 2018 Annual Meeting & Expo

PLEASE READ THESE INSTRUCTIONS CAREFULLY to ensure that you receive your continuing education credits and certificates in a timely fashion.

Thank you attending the AMP 2018 Annual Meeting & Expo in San Antonio! You have purchased SAM credit for this meeting and the SAM online quizzes are now available.

If you wish to claim both SAM and CME, you must complete the SAM quiz **first** before claiming CME/CMLE.

To access the SAM quiz:

1. Go to <http://educate.amp.org>,
2. Click on “**My Credit**” on the menu to the left,
3. Login using your AMP username and password,
4. Under “**Pending Credit**” find “**SAMs and CME/CMLE Credit for the AMP 2018 Annual Meeting and Expo: DATE/TIME/TITLE OF PRESENTATION**”. The sessions will be listed in chronological order. For a full list of SAMs eligible sessions, click here: http://www.amp.org/AMP2018/assets/File/AMP2018_SAM_AVAILABLE_SESSIONS.pdf
5. Find the sessions you have attended and click the yellow “**Submit Credit**” button.

IMPORTANT NOTES:

- a. ONLY take the exam for the session(s) you attended. If you attended two or more concurrent sessions, select ONE session to take the SAMs. Taking SAMs for overlapping sessions will flag the system, and you will be receiving an email from AMP.
 - b. The maximum number of SAMs that you can claim for the AMP 2018 Annual Meeting & Expo is **13.5 hours**. If you find that you have more than that amount, please email AMPEducation@amp.org and we will re-issue the correct SAMs certificate.
 - c. You CANNOT claim SAMs and CME/CMLE for the same content but you may claim CME/CMLE for any sessions that you attended that were not SAMs eligible or for which you did not claim SAM.
6. On the “Manage your credit” page, click the “**continue**” button.
 7. Take the exam. You must achieve a passing score of 80% or more. You may take the exam more than once.
 8. After passing the exam, click “**Continue**”
 9. Confirm attendance of the session and click “**Submit**”. Click the “**Process Credit**” button and find the SAM certificate under the green “**Claimed Credit**” section.
 10. Download the certificate and save it to your hard drive.
 11. Repeat steps 4-9 for all the sessions for which you wish to claim SAMs.

For more detailed instructions, click the attachment.

If you also wish to claim CME/CMLE, the link to the survey will be emailed to you. Complete the CME/CMLE application form AFTER you have claimed all your SAMs.

- On question 1, “**Which type of Continuing Education Credit are you claiming?**”, select “CME and SAMs”.

- On question 2, "***How many SAM credit(s) have you claimed***", tally up the number of SAM credits and enter that number here. **The maximum number of SAMs should not exceed 13.5.**

If you wish to receive your CME/CMLE certificates before the end of the year, complete the SAM exams and CME/CMLE application form by **December 15, 2018**.

The final deadline for completing SAM exam and CME/CMLE application form is **December 31, 2018 by midnight**.

If you have any questions, please don't hesitate to contact AMPEducation@amp.org

Sincerely,

AMP Education