



Transcripts Quick Start Guide

This is part of the AAP's Digital Transformation Initiative. Striving to connect, personalize, and simplify your experience. The below details those enhancements and the continuous quality improvements, that, along with the newly designed search application are geared towards a better overall credit claiming experience.

You can continue to use the links on PediaLink and shopAAP that you use today for the current transcript and credit management tool (transcript.aap.org) for credit claiming, certificates, and your transcript, but once we switch to the new system, you will experience the new look and feel shown in the guide below.

1. Search your Activities.

You should recognize this prominent search bar from the redesigned AAP.org search page. Within transcripts, this search bar allows you to search through your activities.

2. Filter your results.

The filters in the left sidebar allow you to narrow the list of activities shown. Under 'Activity Status' you can view Claimed and Eligible to Claim credits. You can also filter by 'Credit Category' and 'Learning Format'. These filters change based on your activities.

3. Print Annual Transcripts.

As a member, to generate annual transcripts of your activities, you can click on 'Annual Transcripts' above the search bar next to the Filters area and follow the screen prompts to select the year and click the 'Print Transcript' button to print your report.

4. View Included Activities.

Activities may be grouped together. When you want to see the individual activities, click the 'Show Activities' link. This will expand to show each of the included activities. Once those activities are visible, you can click 'Hide Activities' to minimize them.

The screenshot shows the 'Activities & Credit Management' page on AAP.org. The page has a blue header with the AAP logo and navigation links. A search bar is located at the top right. Below the header, there are navigation links for 'Activities & Credit Management', 'About', 'Discrepancy Form', 'Annual Transcripts', 'FAQ', and 'Self Record'. The main content area is divided into a left sidebar with filters and a main list of activities. The filters include 'Year Completed' (set to 2018), 'Activity Status' (All, Claimed, Eligible to Claim), 'Credit Category' (CME, AAP Credit Only), and 'Learning Format' (Live Activity, Enduring Material). The main list shows three activities: '2018 Helping Babies Survive' (AAP Credit Only, 13 credits), '2018 PREP Cardiology' (CME, 18 credits), and '2018 PREP Cardiology, Oct' (CME, 4.5 credits). Each activity has a 'View Certificate' button. A 'Print Transcript' button is located at the top right of the main content area. A 'Show Activities' link is located below the '2018 PREP Cardiology' activity. A 'Hide 4 Activities' link is located below the '2018 PREP Cardiology, Oct' activity. A 'Print Transcript' button is located at the bottom right of the page.

1. Search bar

2. Filters sidebar

3. Annual Transcripts link

4. Show Activities link

5. Claim CME Credit button

6. View Certificate button



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5. Claim Credits.

Claim credit by clicking the 'Claim Credit' link shown in the bottom right hand corner of the activity card. You'll then be asked to enter the number of credits in order to confirm your claim.

6. Print Certificates.

Once you claim an activity, the 'Claim Credit' link will be replaced with 'View Certificate'. You can click that link to view, download, and print your certificate.

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Claim CME Credit

Activities & Credit Management About Discrepancy Form Annual Transcripts FAQ Self Record

Activity Name
2018 PREP Cardiology, Oct

Activity Type
Enduring Material

CME Credit Category
CME

Max. Credit
4.5

Credit to Claim Required

Date Earned Required

[Cancel](#) [Confirm Claiming](#)

Credit to Claim Required

Date Earned Required

[Cancel](#) [Confirm Claiming](#)

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Generate Certificate

Activities & Credit Management About Discrepancy Form Annual Transcripts FAQ Self Record

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Certificate of Participation Physician Continuing Medical Education

The American Academy of Pediatrics certifies that

John Smith

has participated in the live activity titled: **Healthy Weight and Your Child** on Oct 24, 2018 and is awarded 1.00 AMA PRA Category 1 Credit(s)™.

The American Academy of Pediatrics (AAP) is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide continuing medical education for physicians.

The AAP designates this live activity for a maximum of 1.00 AMA PRA Category 1 Credit(s)™. Physicians should claim only the credit commensurate with the extent of their participation in the activity.

This activity is acceptable for a maximum of 1.00 AAP credits. These credits can be applied toward the AAP CME CPD Award available to Fellows and Candidate Members of the AAP.

- Be sure to sign this form when completed as verification of the credits you claim.
- Please keep this copy for your records. The Academy does not print signatures.
- Please keep this copy for your records. The Academy does not print signatures.

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Signature

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