

1. Click [here](#) to access your profile. *If not already logged in, you will need to log in with your City of Hope CME login credentials (email and password).*
2. Scroll down to “DATE OF BIRTH” section and review or enter your birth **Month** and **Day**.

#### DATE OF BIRTH

This information is being collected solely for the purpose of reporting to various accrediting bodies.

<b>MONTH</b>	<b>DAY</b>
Nov ▼	3 ▼

3. Proceed to the **Board Certifications and Licenses** section to review or enter your **State of Licensure and License Number**
  - a. Click on the *Certifying Board or State of Licensure* dropdown list to select your State of Licensure
  - b. Then type in/enter your Medical License ID number.

## Sample:

#### BOARD CERTIFICATIONS AND LICENSES

Board Certifications, Licenses, and Date of Birth are being collected solely for the information, you consent to have your activity completions reported to CME Passj

Step 1. Select Certifying Board and enter Board ID number.

Step 2. Click "ADD ANOTHER" button.

Step 3. Select State of Licensure and enter License ID number.

**Certifying Board or State of Licensure**  
Select a board (ABIM, ABS, etc) or state of licensure (CA, etc.) from the list.

California

ADD

Arizona

Arkansas

California

Colorado

Connecticut

Delaware

District Of Columbia

Florida

er autho

**Certifying Board or State of Licensure**  
Select a board (ABIM, ABS, etc) or state of licensure (CA, etc.) from the list.

California ▼

#### Board or License ID

Enter respective Diplomate Board ID or License ID

A222222

REMOVE

4. To add your **Certifying Board and Diplomate Board ID Number**, you will need to click on the “ADD ANOTHER” button first

**Certifying Board or State of Licensure**  
Select a board (ABIM, ABS, etc) or state of licensure (CA, etc.) from the list.  
California

**Board or License ID**  
Enter respective Diplomate Board ID or License ID  
A222222

REMOVE

ADD ANOTHER

in order to add another section to enter the additional information:

**Certifying Board or State of Licensure**  
Select a board (ABIM, ABS, etc) or state of licensure (CA, etc.) from the list.  
California

**Board or License ID**  
Enter respective Diplomate Board ID or License ID  
A222222

REMOVE

**Certifying Board or State of Licensure**  
Select a board (ABIM, ABS, etc) or state of licensure (CA, etc.) from the list.  
- None -

**Board or License ID**  
Enter respective Diplomate Board ID or License ID

REMOVE

- a. Click on the newly added *Certifying Board or State of Licensure* dropdown list to select your Certifying Board (ABIM, ABS, etc)  
**Important:** You will need to scroll down past the state listings.
- b. Then type in/enter your Board Diplomate ID number.

*Sample:*

**Certifying Board or State of Licensure**  
Select a board (ABIM, ABS, etc) or state of licensure (CA, etc.) from the list.  
- None -

Additional

NAME

City

SAV

American Board of Allergy and Immunology

American Board of Anesthesiology

American Board of Colon and Rectal Surgery

American Board of Dermatology

American Board of Emergency Medicine

American Board of Family Medicine

American Board of Internal Medicine

**Certifying Board or State of Licensure**  
Select a board (ABIM, ABS, etc) or state of licensure (CA, etc.) from the list.  
California

**Board or License ID**  
Enter respective Diplomate Board ID or License ID  
A222222

REMOVE

**Certifying Board or State of Licensure**  
Select a board (ABIM, ABS, etc) or state of licensure (CA, etc.) from the list.  
American Board of Internal Medicine

**Board or License ID**  
Enter respective Diplomate Board ID or License ID  
334455

REMOVE

5. Review the information you have entered for accuracy.

**Reminder:** Credit for physicians with incomplete or inaccurate profiles **cannot** be reported.

6. Click "Save"

**DATE OF BIRTH**

This information is being collected solely for the purpose of reporting to various accrediting bodies.

<b>MONTH</b>	<b>DAY</b>
Nov	3

**BOARD CERTIFICATIONS AND LICENSES**

[Show row weights](#)

Board Certifications, Licenses, and Date of Birth are being collected solely for the purpose of reporting to various accrediting bodies. By providing this information, you consent to have your activity completions reported to CME Passport and/or licensing boards.

- Step 1. Select Certifying Board and enter Board ID number.
- Step 2. Click "ADD ANOTHER" button.
- Step 3. Select State of Licensure and enter License ID number.

<b>+</b> <b>Certifying Board or State of Licensure</b> Select a board (ABIM, ABS, etc) or state of licensure (CA, etc.) from the list. California	<b>Board or License ID</b> Enter respective Diplomate Board ID or License ID A22222	<b>REMOVE</b>
<b>+</b> <b>Certifying Board or State of Licensure</b> Select a board (ABIM, ABS, etc) or state of licensure (CA, etc.) from the list. American Board of Internal Medicine	<b>Board or License ID</b> Enter respective Diplomate Board ID or License ID 334455	<b>REMOVE</b>

**ADD ANOTHER**

**NAME OF INSTITUTION \***  
City of Hope

**SAVE** 