



ACPA

American Cleft Palate
Craniofacial Association

Online Learning Library

Welcome! We hope these instructions will help you to navigate ACPA's Online Learning platform. If you have any questions that are not answered below, please contact us at education@acpacares.org.

The first screen you will access might be the ACPA login screen (unless you are sent a direct link into the library system). This is the same login used for registering for meetings and webinars or connecting to ACPA's community page. You have three options: 1) Login using your information; 2) Click on "Having trouble" if you do not remember your login information; or 3) Click on "Create an account" - please do not use this option if there is any chance you already have an account with ACPA.

The screenshot shows the ACPA login interface. At the top left is the ACPA logo and name. The main heading is "Welcome Back! Log in to your account". Below this are two input fields: "Login Name or Email" and "Password". There is a "Remember me for 2 weeks" checkbox and a "Having trouble logging in?" link. A blue "Login" button is positioned below the password field. Below the button, there is a separator line with "or log in with" and social media icons for Facebook and X. At the bottom, there is a link for "Don't have an account? Create an account". Three pink arrows with black circular callouts (1, 2, and 3) point to the "Log in to your account" heading, the "Having trouble logging in?" link, and the "Create an account" link respectively.

The first time you access the Online Learning platform, you will be asked to select your designation. Please choose the correct designation for receiving accredited continuing education credit.

In order to customize this site for you, please select your designation

- please select your designator v

- please select your designation -

- Physician (ACCME)
- Nurse (ANCC)
- Non-Physician (ACCME)
- Speech-Language (ASHA)
- Dentist (ADA CERP)
- Participation Certificate

Once you select your designation, you will see this header:

My Educational Activities All Educational Activities Presenters My Certificates My Profile

If you click on “My Educational Activities” you will see your activities that you may need to claim credit for:

Evaluate	CME	CME_OD	Title	Type	Remove
1 2			Alveolar Cleft Bone Grafting: Treatment Overview, Timing, and Bone Graft Options	Live Webinar	

Click on #1 to complete the first part of the process toward claiming your credit. When you are ready to move on, click on “Next” at the bottom of the screen.

Next ⇒

For all activities, you will need to complete the evaluation form to claim your credit. The evaluation form will ask if the objectives of the educational activity were met, if the teaching methods were effective, if the content was relevant, and if you anticipate improved patient outcomes as a result of participating in the education. **The evaluation is required to claim your credit and helps ACPA as they plan upcoming educational opportunities.**

This evaluation must be completed in order to receive accredited continuing education credit. Please answer the following questions about the learning activity named above.

To continue in the process, you will click on “Next” at the bottom of the screen.



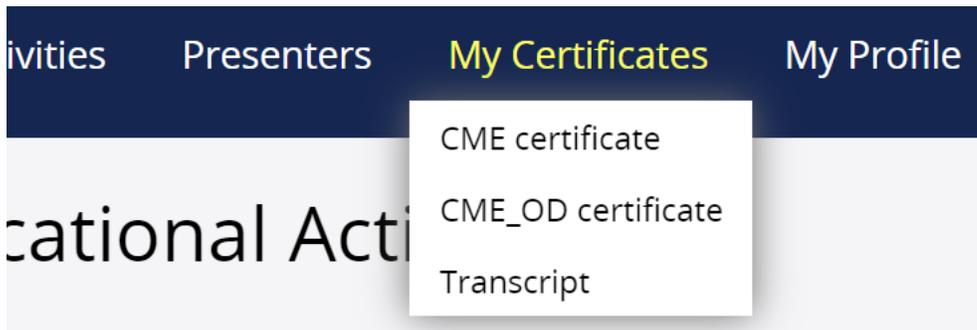
When an activity is complete and you have claimed your credit, you will notice that the numbers have been changed to check marks and your claimed credit amount has changed:

Evaluate	CME	CME_OD	Title	Type	Remove
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	1		Alveolar Cleft Bone Grafting: Treatment Overview, Timing, and Bone Graft Options	Live Webinar	<input type="button" value="X"/>

If you see a number and not a check mark, click on the number to complete that step in the process.

The process is not complete until all boxes have a check mark.

You can now click on “My Certificates” on the top ribbon:



Pick an option from the drop-down menu (OD stands for on-demand activities - the first choice is for live activities). You can then view/print or have your document emailed to you.

A light gray form area. At the top is a light blue button labeled "View/Print Certificate". Below it is the word "or". Underneath is a white rounded rectangle containing a light blue button labeled "Email Certificate". Below the button are two input fields: "Email to Name:" followed by a text box, and "Email Address:" followed by a text box.

You can also pick “Transcript” to have a list of all learning activities you have completed.

On-Demand Activities in ACPA's Online Learning Library

If you would like to search the Online Learning Library for on-demand activities to purchase and claim credit for, click on "All Educational Activities" in the top ribbon:



You will then see a list of activities available. Look at the far-right column to see what is available on-demand:



You can search the activities by keywords, presenters, instructional level and/or primary topic area:

Search Educational Activities

Keywords:	<input type="text"/>	Primary Topic:	All	▼
Presenters:	- All -	Day:	All	▼
Instructional Level:	All	View As:	List	▼

When you find an activity of interest, click on the title of the presentation to bring up the description, speakers, learning objectives, and accredited continuing education information.

If the presentation is something you want to participate in, click on the star to the left of the title to "Add the item to your list" and then it will be found under your "My Educational Activities".

For live activities that already have a blue star - do not click on the blue star. This removes the ticketed, live activity from your "My Educational Activities" section. If you mistakenly remove the blue star, you can contact us to correct it in your account.

To purchase and claim credit for the on-demand content, click on #1 to purchase via the PayPal payment portal. This will then allow you to move through the process, watch the video and claim your credit for the activity.

Remember, to receive credit for a learning activity, all numbers must be turned into check marks to show completion.

If you have any questions, please contact the ACPA National Office at education@acpacares.org.