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**THE BOARD OF PODIATRY EXAMINERS
OF THE STATE OF NORTH CAROLINA**

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January 21, 2013

Dear North Carolina Licensed Podiatrist:

Hopefully, by now, you have had an opportunity to log into the Board's website, www.ncbpe.org, and inspect your personal profile information, and, if you are the main contact for a NC corporation (PC, PA, or PLLC), the corporate information as well. (If you have difficulty logging on, please contact the Board's office during office hours at (919) 861-5583 or info@ncbpe.org for assistance.)

Did you know that your personal login page also offers a way to keep track of your Continuing Medical Education (CME) credits through the "Self-Reported CME Ledger"?

Attached to this letter are instructions on how to record and keep track of your CME credits online.

Please note: Self-Reported CME credits do NOT transfer automatically to your North Carolina license renewal. This Self-Reported CME ledger is provided *both as a convenience* to licensees for keeping track of their CME credits and a manner in which hospitals and other members of the public can see the total number of CME hours earned by a podiatrist above and beyond those required for licensure. However, it does not substitute for annual reporting of CME credits to the Board along with your license renewal.

You will still need to document your annual CME for the renewal license year for accreditation by the Board in the traditional manner, e.g., credits received from NC Foot & Ankle Society approved courses will be entered by the Board staff directly into your license record and reflected on your renewal form OR you will need to submit CME certificates from other continuing medical credits earned, either prior to or in conjunction with your annual renewal paperwork. These CME credits accredited by the Board will also appear on the "Search Podiatrist" public portion of the Board's web, but will be noted separately.

You may include your Board-accredited CME as well as courses not approved by the Board in your Self-Reported CME ledger.

We hope you will avail yourself of this free service for tracking your CME hours!

Also available from your personal login page:

- Payment of fees to the Board by credit card (N.B., there is a convenience fee for credit card payments).
- Information and documents from the current year's Practice and Ethics Orientation presented to New Licensees.

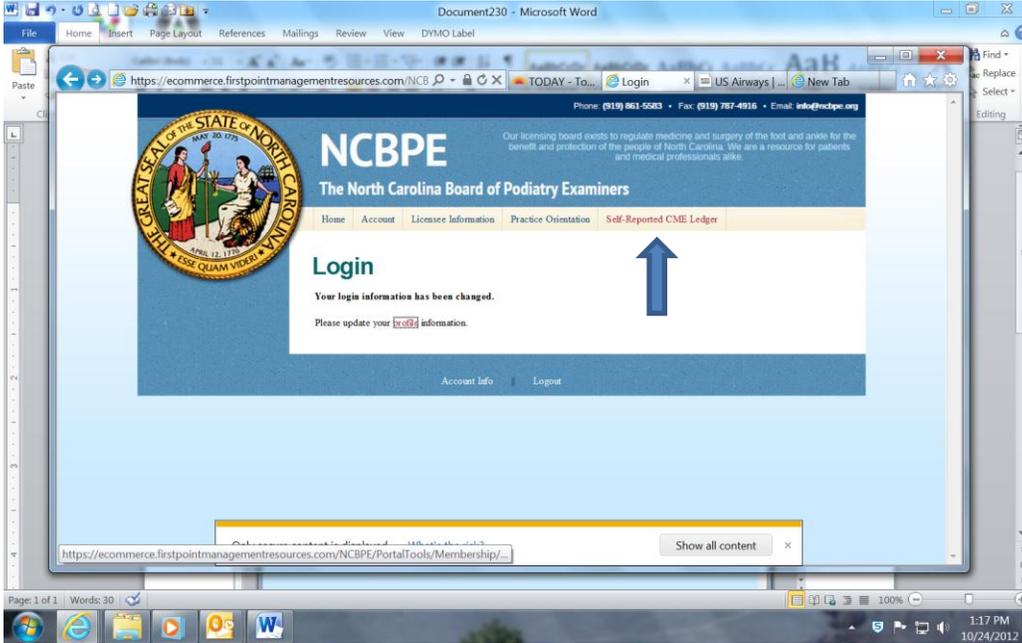
Sincerely,

Penney De Pas, MA, CAE
Executive Secretary
Encl.

INSTRUCTIONS for entering SELF-REPORTED CME

Into NC Board of Podiatry Examiners website – Individual Licensee Login Page

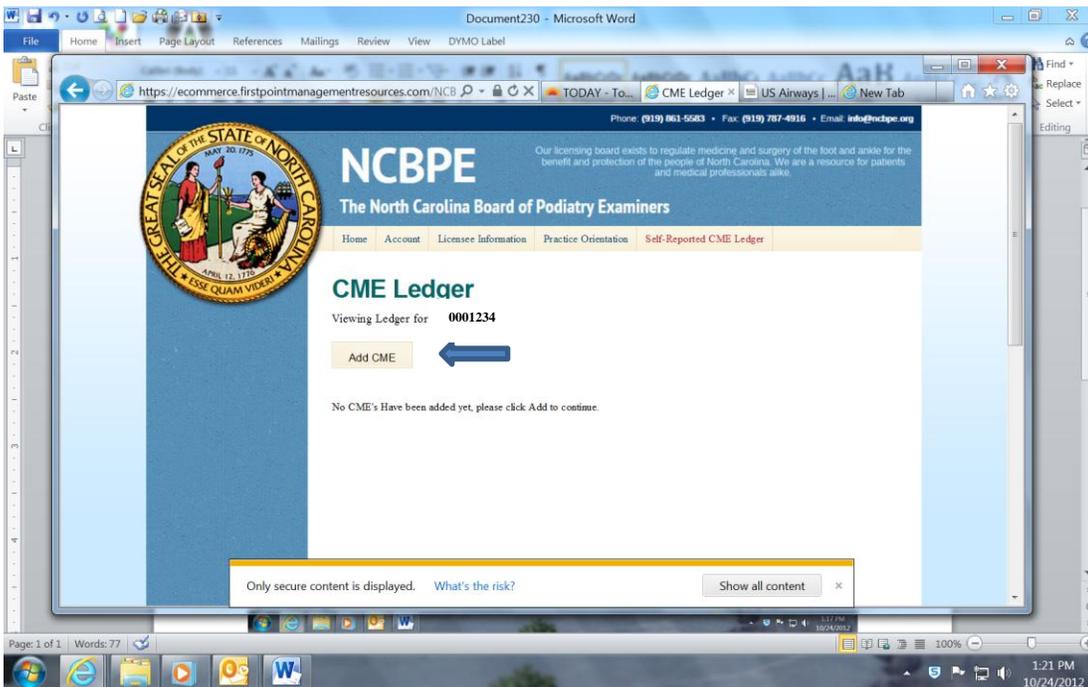
Login using your Constituent ID or other Login ID and password. (If this is your first time, logging in, you will be asked to change your password, and you will see the following screen.)



To keep track of all your Continuing Medical Education (CME) credits in a central log, click on the tab marked, “Self-Reported CME Ledger.”

(You may also go into your Profile and make address and phone number changes from the other tabs.)

You will now see this screen – Click on button “Add CME”:



INSTRUCTIONS for entering SELF-REPORTED CME

Into NC Board of Podiatry Examiners website – Individual Licensee Login Page

This new screen allows you to enter and keep track of continuing education courses you have taken, whether or not they are accredited by the Board – In the boxes provided, type in the **Sponsor Name, Course, Location, Dates, and CME Credit Hours**. *If you have previously obtained the Board's approval for the course, enter the **Approval Number***. Click the “Submit” button:

The screenshot shows a web browser window displaying the NCBPE CME Ledger entry form. The form is titled "CME Ledger" and is for viewing ledger for ID 0001234. It contains several input fields: "Sponsor Name", "Course", "Location" (a dropdown menu currently set to "North Carolina"), "Approval Number", "From/To Dates" (with an example "03-20-2012"), and "CME Credit Hours". A "Submit CME" button is at the bottom. A large blue arrow points to the "Approval Number" field.

After you have entered all the courses you have taken, you will see a screen with your information recorded (similar to the one below). From this screen, you may print your list as well as delete lines using the “Delete” button on the right side of the entry line:

The screenshot shows the NCBPE CME Ledger page with a list of recorded courses. The table has columns for Course, Location, Sponsor, Approval #, From, To, and Credits. Each row has a small 'x' icon in the Credits column, which is the "Delete" button mentioned in the text.

Course	Location	Sponsor	Approval #	From	To	Credits
2012 Winter Seminar	Pinehurst, NC	North Carolina Foot & Ankle Society	12345A	01-12-2012	01-01-1900	25.0
Pod	Raleigh, NC	Syngenta	1254	07-03-2012	07-19-2012	5.0
Mathew	Greensboro, NC	test	test	07-01-2012	07-01-2012	3.0
Course A	Charlotte, NC	Test Sponsor	4211	06-20-2012	06-22-2012	3.0

INSTRUCTIONS for entering SELF-REPORTED CME

Into NC Board of Podiatry Examiners website – Individual Licensee Login Page

When you are finished, remember to LOGOUT at the bottom of the page! Your credits will appear on the “Search Podiatrist” page on the public portion of the Board’s web site.

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