# FAQs for Professional Education Hub

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#### Q: What is the Professional Education Hub?

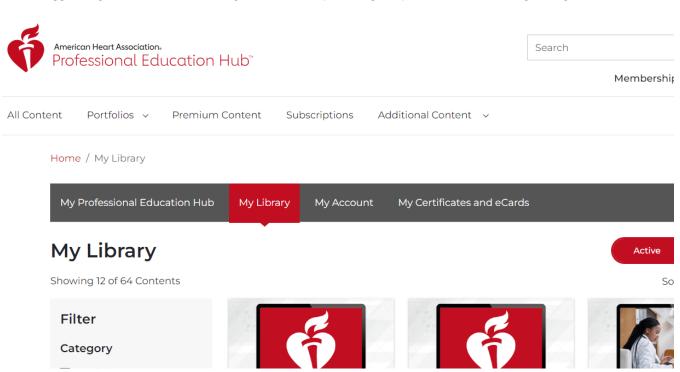
A: It is the American Heart Association's learning management system that allows you to access many of our educational offerings:

- Register and claim credit for live conferences and activities.
- View web-based educational activities online.
- Central repository for continuing education (CE) credit.
  - O Claim your CE credit hours.
  - Print your CE certificates.
  - O Track your progress and participation.

## Accessing Your Information on the Professional Education Hub

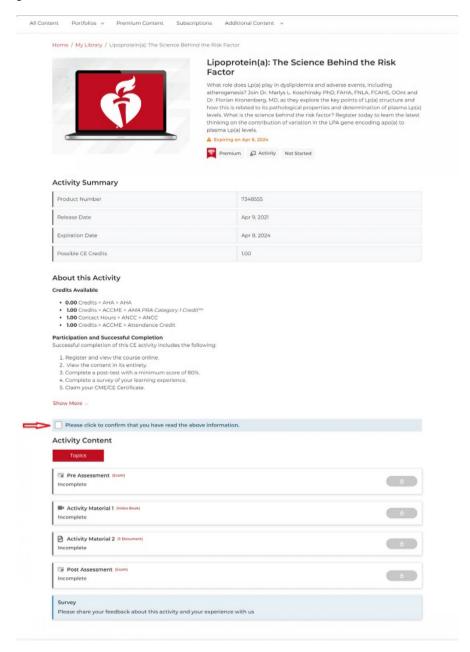
Q: Where can I access my current and previously completed course?

A: Once logged in, you will be able to access your current and previously completed courses at the My Library tab.



## Q: Why is the activity content locked?

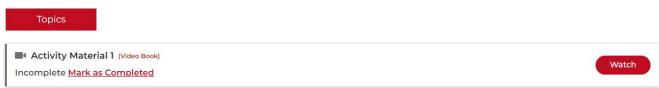
A: Some activity content may be locked until required steps have been completed. Once you confirm that the required steps have been completed, activity content will become available.



## Q: How do I mark a Video Course as complete?

A: After watching an activity with a video, you must confirm that you have watched the video in its entirety. To do this, you will select 'Mark as Completed'. Once that has been marked, you can continue with the rest of the activity.

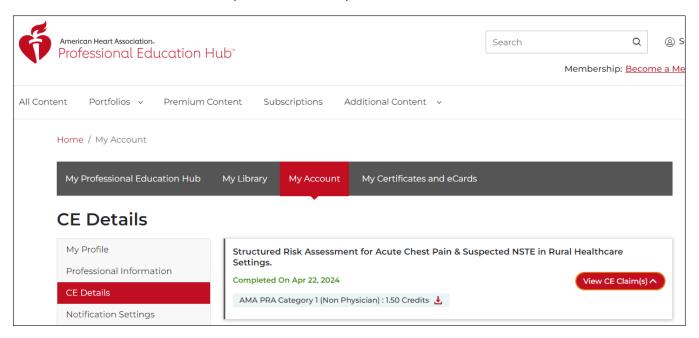
## **Activity Content**



## **Continuing Education**

#### Q: How can I view or download my CE Certificate?

A: Once logged in, you will be able to view your CE Claims and download your CE certificates at the My Account tab by clicking the download icon beside certificate credits (see screenshot below).



## Q: Is a Certificate of Completion different from a CE Certificate?

A: Yes, a Certificate of Completion is different from a CE Certificate. A Certificate of Completion is issued when all of the required elements have been completed. A CE Certificate is a document that verifies an individual's participation in a continuing education program and the completion of a certain number of credit hours. The CE Certificate is typically then submitted to agencies or organizations who require and/or track individuals' completion of CE activities. Continuing education is a way for professionals to stay updated on developments in their field, acquire new skills, and meet licensing or certification requirements.

#### Q: Do I need to complete the course or activity survey prior to claiming CE?

A: Yes, in order to claim CE, you must complete the survey.

#### Q: What does MOC mean?

A: MOC is an abbreviation for Maintenance of Certification. MOC points are mandated/tracked by various physician specialty boards and are required to maintain their respective certifications.

## Q: What is the difference between CE and MOC?

A: CE is continued learning that is broad and applies to multiple professions/specialties. MOC is the process by which physicians know they are staying current in knowledge. It is tracked by points established by the various specialty boards. MOC is not an accreditation; it is the process for a physician to maintain their board certification. CE providers are responsible for reporting your completion to the respective boards, and your points will appear in your portfolio.

## Q: What should I do if I receive an error message when trying to download my CE certificate?

A: Contact Customer Support at 1-877-340-9899 (Monday-Friday, 8:00 a.m. – 6:00 p.m. CT) or email education.help@email.education.heart.org.

## Q: What is CME Passport?

A: CME Passport (http://cmepassport.org) is a third-party service available to physicians to track their claimed CE in one place.

#### Q: What happens when I select "Yes" for CME Passport?

A: By selecting "Yes" to the question "Would you like your AMA PRA Category 1 credit reported to the ACCME's CME Passport?", you are providing the AHA permission to share your information with the necessary regulating bodies.

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## Additional Program Questions

## Q: How do I get more information on the Spotlight Series?

A: To get more information on the spotlight series please go to spotlight.heart.org

## **Troubleshooting Tips**

## Q: What browser should I use?

A: You may use a current version of any of the following browsers: Microsoft Edge, Safari, Firefox or Chrome. The portal will support previous browser versions assuming that the browser is continuing to receive support from the browser's developer. Please make sure that you are able to access the internet through any firewalls or proxy servers.

## Q: What are your website requirements?

A: The website requires a user to have a current browser such as Microsoft Edge, Safari, Firefox, or Chrome. You may also need Windows Media, and Active X settings to view certain content. You will need a pdf reader such as Adobe Acrobat in order to view your certificate. The end user should have a high-speed connection for most of our online activities. Some activities may require lava

## Q: I click on a link, and nothing happens. How can I access these sections?

A: There may be occasions when you click on a link inside the Professional Education Hub, and nothing seems to happen. The issue may be related to the pop-up blocker installed on your computer. In order to get around this issue, hold the Ctrl key when you click on the link. The Ctrl key will disable your pop-up blocker for this one instance and the window should appear.

## Additional Support

Contact Customer Support at 1-877-340-9899 (Monday-Friday, 8:00 a.m. – 6:00 p.m. CT) or email education.help@email.education.heart.org.

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