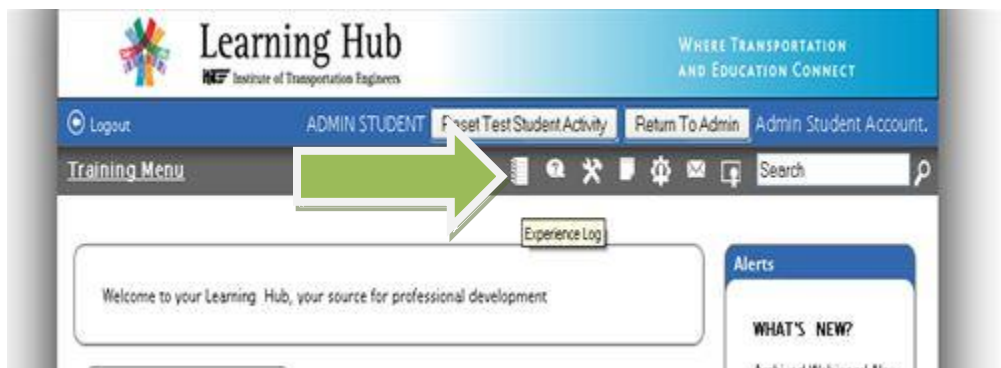


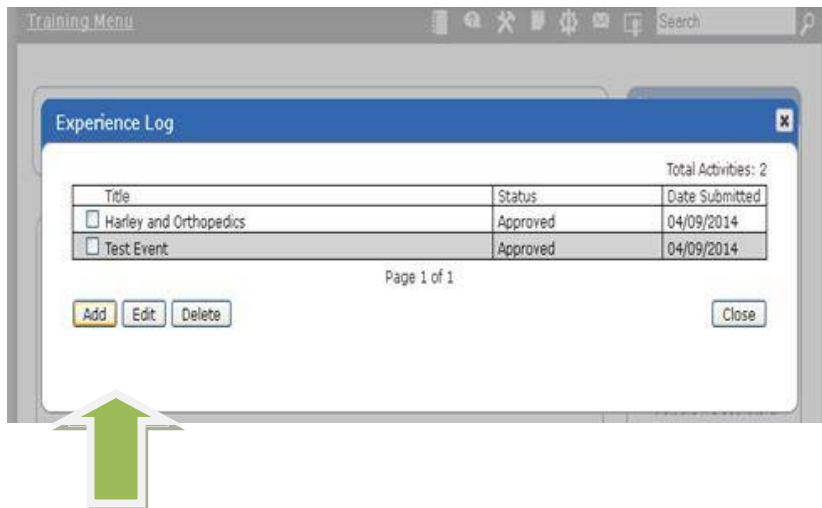
INSTRUCTIONS TO REQUEST PDH CREDIT FROM ITE

Step 1: From the ITE website (www.ite.org) click on the **Learning Hub** Tab and select **My Learning Hub**. If you do not have an ITE account, create one (it is free); click on “Create a new account” to do so.

Step 2: Select the notebook icon on the top toolbar to access your experience log.



Step 3: Select the ADD button



Step 4: Fill in this information. IMPORTANT

Title- Meeting/Event Name. This will appear on your transcript. e.g. *XXITE District Meeting Washington, DC*

Organization: ITE

Date of event:

Accrediting Agency: ITE Educational Foundation

Credits: (Total number of credits for sessions attended. e.g. 30 mins = .5 pdh; 1 hr = 1 pdh; 90 mins = 1.5pdh, *2 for presenters)

Type of Activity- Select appropriate item from drop down box,

Select SUBMIT.

Your E-transcript will be ready within 10 business days from date of submittal.

Experience Log

New CME Activity
* = Required Field

Title:*

Organization:

Type of Event:

Date of Event*:

Hours:

Country:

Address:

City:

State:

Zip:

Accrediting Agency:*

Credits:*

Activity Type:*

Activity Description:*

Notes:

Click the button below to add files to submit. Multiple files can be added. To remove a file, click the red x button.

Files:

Step 5- Click the Certificate Icon to view E-transcript from the last icon



REMINDER: Everything you enter above will appear on your transcript.

Note: As of May 1, 2016, ITE will not approve requests to approve PDHs for an event attended more than 6 months in the past.