

## Claiming Your CME/Completion Certificate

The following actions must be completed prior to claiming your ATLS Course CME/Completion Certificate:

### Student/Hybrid Courses

- Learner must finish all online modules (Hybrid Course only)
- Learner must attend the course in full, receive a score of 75% or higher on the post-test, and be successful in the skills practicum
- Local course coordinator must enter skills and posttest data for all enrolled students
- Learner must complete the **post-course evaluation**

### Instructor Courses

- Learner must attend the course in full
- Learner must complete the **post-course evaluation**

### Post-Course Evaluation

- Learners who participated in an ATLS course **prior** to May 1, 2022, are to complete the **evaluation module** via **learning.facs.org** as shown below.
- Learners who participated in an ATLS course **after** May 1, 2022, are sent an email on the last day of the class, containing the **link to the post-course evaluation**. The link is unique to the learner.

## Accessing CME/Completion Certificate

1. Login to **learning.facs.org**
2. Select applicable course from **In-Progress Activities**.
3. Select **Take Course** to reopen course.
4. Under **Course Navigation**, complete the following:
  - a. **Evaluation Notification**
  - b. **Post-Course Evaluation (Traditional)** or **mATLS Course Evaluation (Hybrid)\***
  - c. Then select **Credit**. *It may take up to 15 minutes to generate your certificate.*
5. Click **Home** on the top navigation bar and select **Access Transcript**.
6. You may **print** a copy of your CME or Completion Certificate from the Transcript page.

*\*Step 4b only to be completed by learners who participated in an ATLS course **prior** to May 1, 2022*

The screenshot shows the ACS American College of Surgeons website interface. At the top, there is a search bar and navigation links for Home, Course Catalog, Contact Us, and About Us. The 'In-Progress Activities' section is highlighted in yellow and contains a table of courses with their titles and evaluation statuses. A red arrow points from the 'In-Progress Activities' header to the 'Take course' button in the course details section. Below the course details, there is a 'My Transcript' section with an 'Access Transcript' button. A red arrow points from the 'Access Transcript' button to the 'Print' button in the transcript table. The transcript table has columns for Program, File, Awarded By, and ACS Verified Credit. A red arrow points from the 'Print' button to the 'Print' link in the transcript table.

Title	Status
ATLS 10th Ed. Provider COVID Extension	Evaluation
ATLS-Student Refresher - 1 Day	mATLS Course Evaluation
MHSSPACS Combat Casualty Care	MHSSPACS: Transfusion and Resuscitation
ATLS Traditional - 2 Day	mATLS Course Evaluation
ATLS 10th Edition Instructor Course - 1 Day	Instructor Course Evaluation

Course opens: 03/20/2018  
Course expires: 09/04/2023

Take course

My Transcript  
Review your CME credits, CE credits, and Certificates in your transcript.

Access Transcript

Program	File	Awarded By	ACS Verified Credit
Advanced Trauma Life Support (ATLS)-10th Edition Student Refresher-1 Day Course		ACS	7.25

## FAQ

**Q: I completed my course, and my coordinator entered my scores, but it still says In Person Course Pending. What should I do?**

**A:** Please contact [traumaeducation@facs.org](mailto:traumaeducation@facs.org) for assistance.

**Q: I completed my course and was able to fill out the evaluation, but no certificate or credit has appeared on my transcript.**

**A:** A score of 75% or greater is required for CME. Please check your posttest score with your local coordinator

**A:** Sometimes, certificates can take 15-30 minutes to appear so be sure to check back later.

**Q: What if I have other questions?**

**A:** Please contact [traumaeducation@facs.org](mailto:traumaeducation@facs.org) for assistance.