⬤ RUSH

To get your certificate:
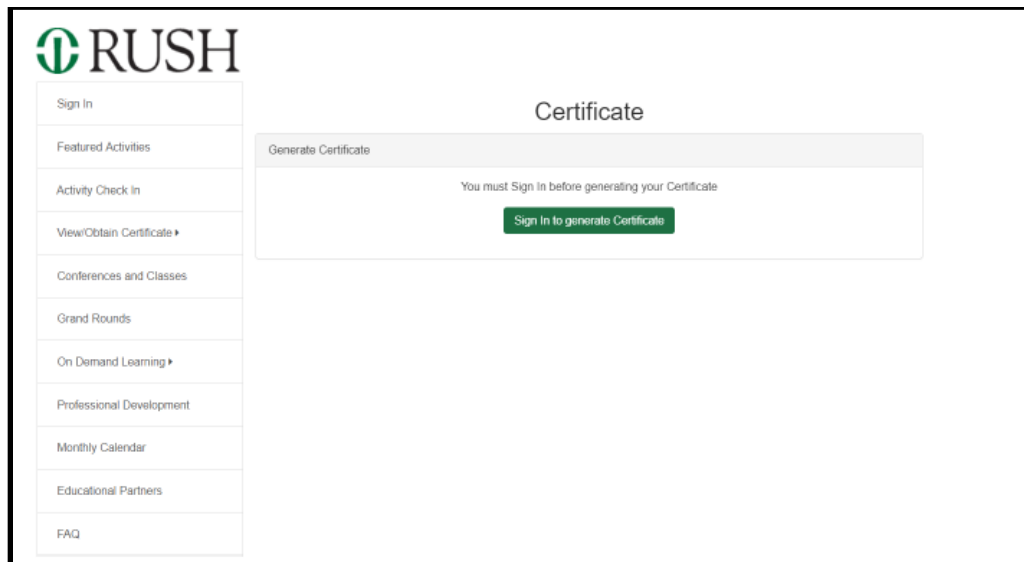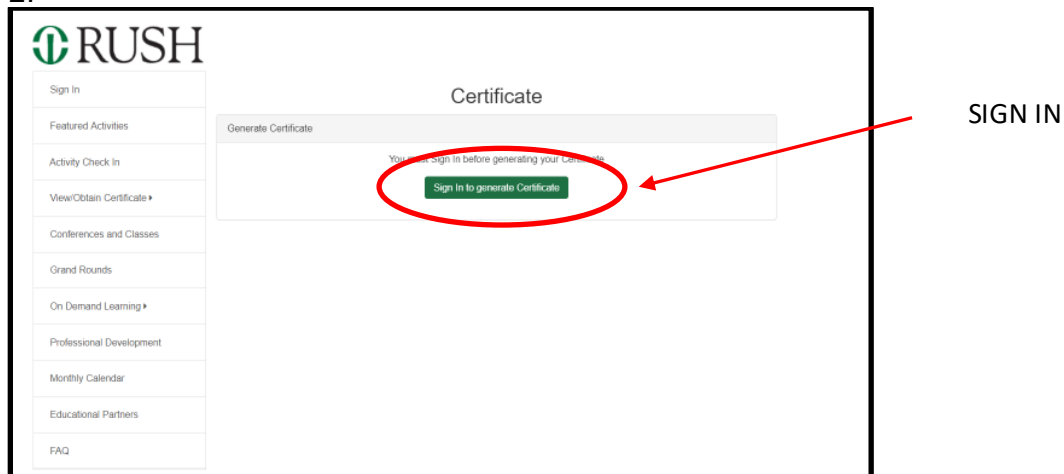
1. Visit https://cmetracker.net/RUSH/Publisher?page=pubOpenSub#/getCertificate/494859 to generate your certificate.

NOTE: IT IS BEST TO USE A PC. THE LINKS DO NOT ALWAYS WORK PROPERLY ON AN APPLE BROWSER OR MOBILE DEVICE
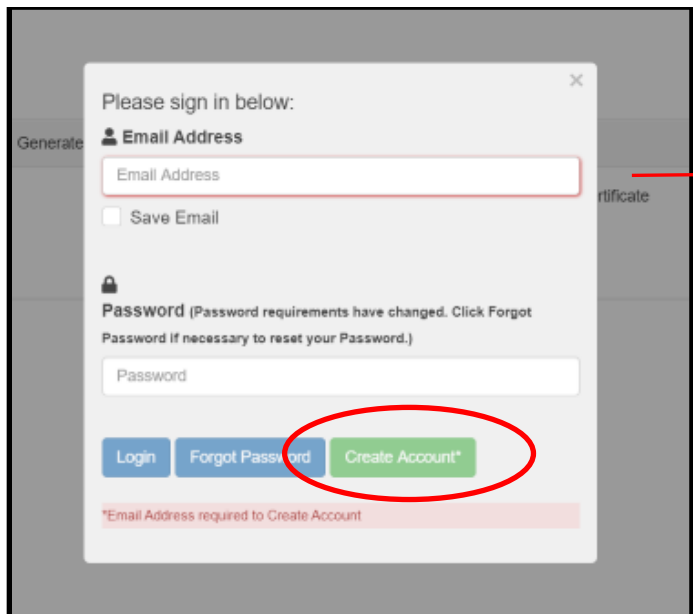

2.

SIGN IN

3. If you have used our system before and know your log-in information skip to step 8.

4. If you have not used our system before you need to create an account.
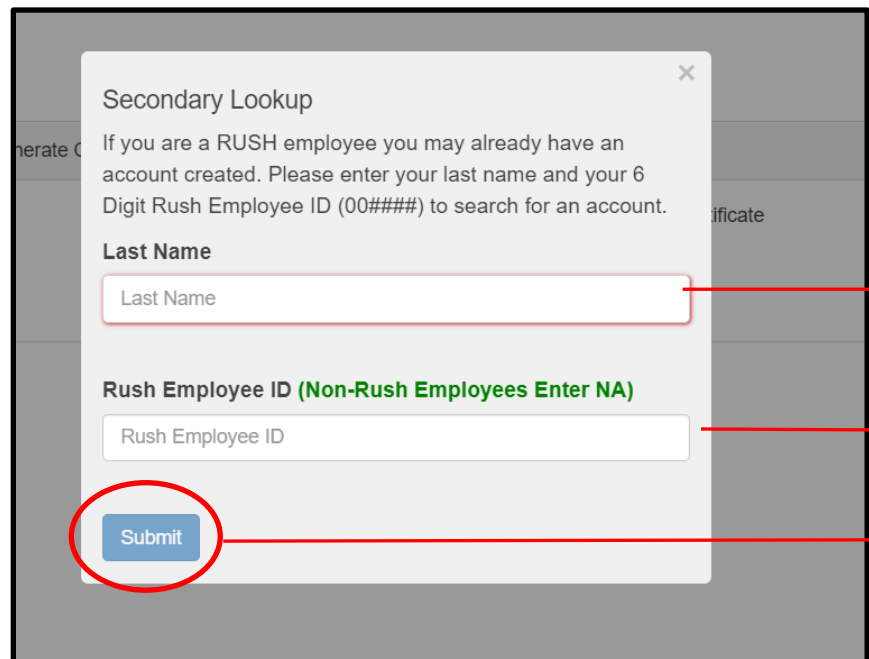
Enter your E-mail address

5. The system will double check that you do not already have an account.
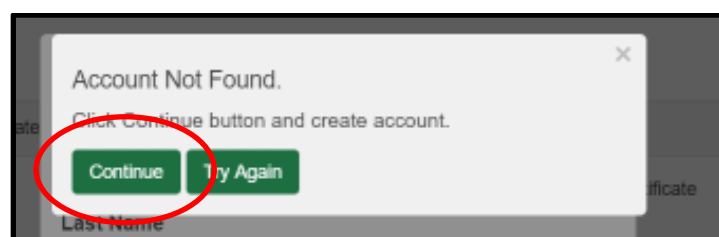

Enter your last name

If you are a Rush employee enter your employee ID. If you are **not** a Rush employee enter NA

Click Submit

6. If an account is not found with the e-mail address you entered, you will see this:

7. Create/edit your profile. **Fields marked with an * are required. If you do not have a license number please put all zeros and you can put the name of your state.** Then click Save Profile.

Create/Edit Online Profile

Save Profile

Account Information

Email *

Re-Enter Email *

Create Password *

Re-enter Password *

Profile Information

First Name *

MI

Last Name *

Credentials

Birthdate

Are you a Rush Employee? *

American Psychological Association (APA) credit eligible

Address *

Address 2

Country

City *

State/Prov *

Zip/Postal Code *

Phone Number

Secondary Phone

Would you like to receive communications regarding educational materials? *

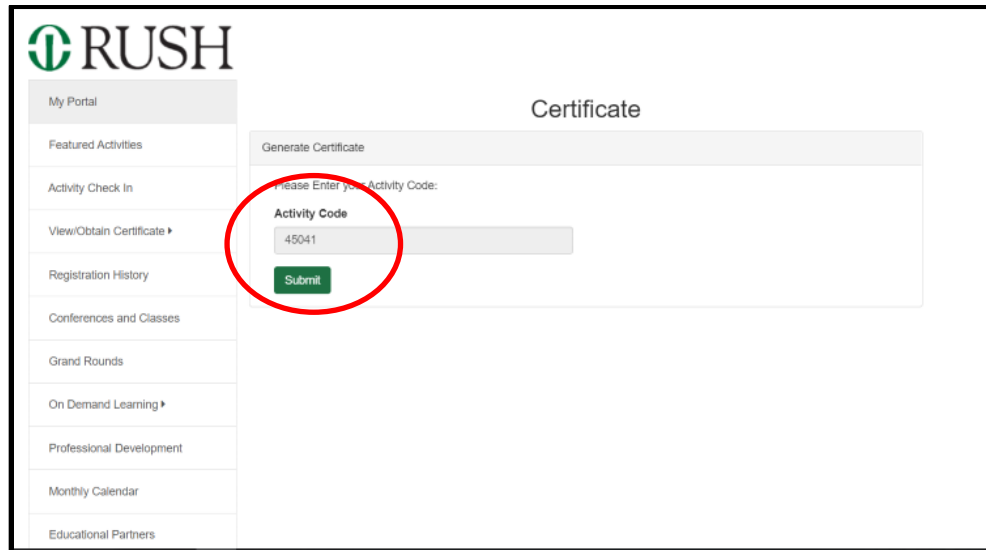Fields marked with * are required. Please fill in required fields and click "Save Profile".

Save Profile

New Account Created!

You have successfully created your online account. PLEASE MAKE NOTE OF YOUR EMAIL ADDRESS AND PASSWORD. You will need your Email Address and Password for future access.
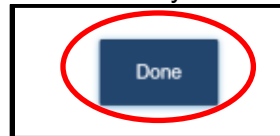
Continue

8. You should see this screen. A pre-populated number should be in the field. Click submit. Do not change the pre-populated number.
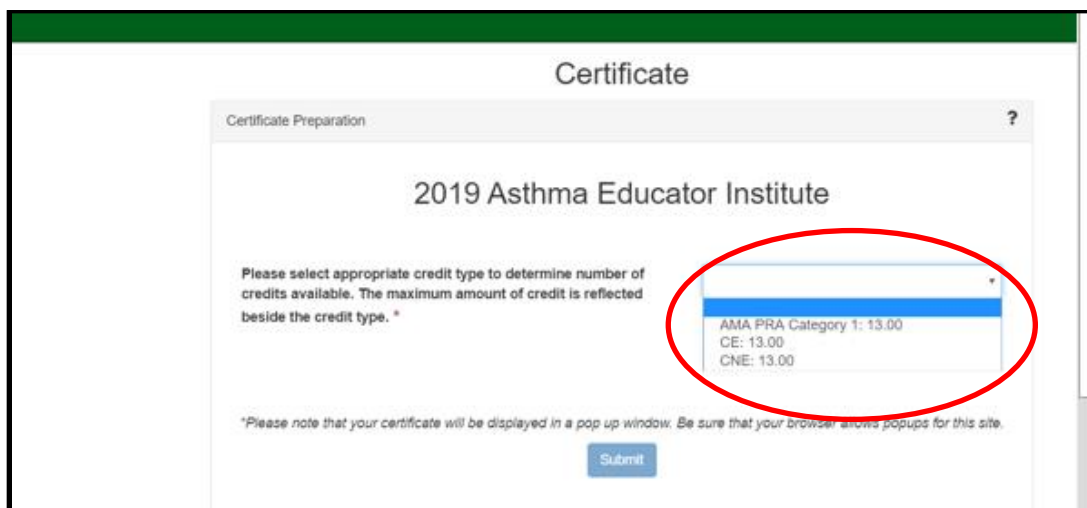

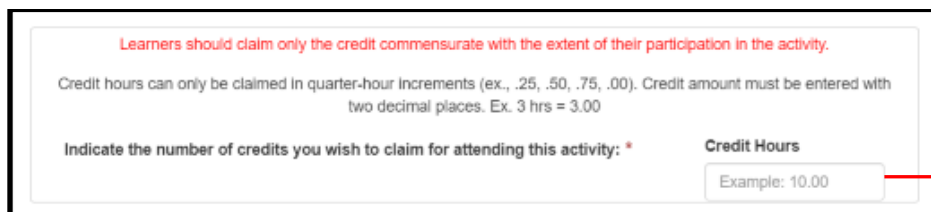9. You will now be taken to complete the evaluation. Once you are done click the button that says "Done".

10. Select the type of credit you need.

Enter number of credits you are claiming

11. You will now see your certificate. You can choose to print your certificate or have a link e-mailed to you to view/print the certificate later.

If you have problems generating your certificate, please send an e-mail to ce_office@rush.edu