To follow accreditation guidelines, instructors, planners, content reviewers and managers who affect the content of an accredited education offering are required to disclose financial relationships they. A completion of disclosure is necessary every 365 days and as any disclosure information changes.

INSTRUCTIONS TO COMPLETE OR UPDATE A DISCLOSURE

To complete or update the disclosure, follow the instructions below. If you do not have an account in the Avera CE Portal, instructions to create an account begin on Page 3.

Log into the Avera CE Portal.

1.   Halfway down the right side of the page or at the bottom of the home page click on the Complete Disclosure / Disclosure button.
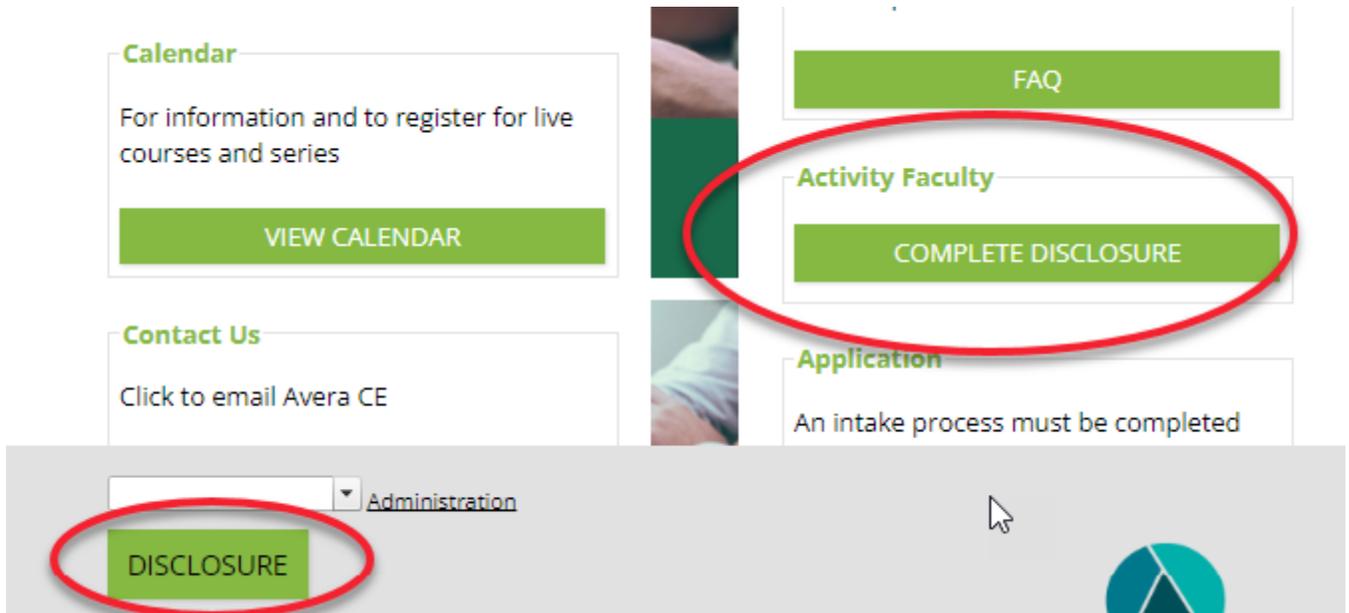
2.   You can also, access the disclosure document clicking the **My Tasks** button at the top of the home page.
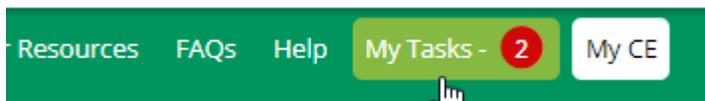
   a.   The disclosure is located under the Global Tasks button. The tasks assigned to you will be listed along with the Expiration Date and Completed Date. To update the disclosure, click the green Update button.

   b.   If you have not completed a disclosure previously, click the blue Begin button.

Contact averacontinuingeducation@avera.org
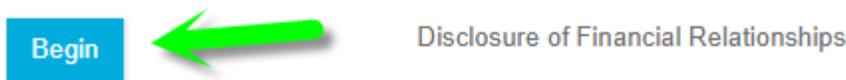
3. Follow the instructions in the form and answer all questions. Avera records many live educational activities. To record your presentation for publication or distribution, please answer "Agree" to release of presentation materials statement. This education will be used to help learners review and reinforce learning.

PRESENTATION RELEASE

I acknowledge that my presentation(s) may be videotaped, audiotaped and photographed, and that it may be reproduced in a number of different media, including audeiocassettes, videocassettes, CD-ROM, DVD, USB, Internet and print media. I agree to any such reproduction and release the presentation(s) with respect there to in consideration of my participation on the faculty, and other good and valuable consideration, the receipt and adequacy of which are hereby acknowledged. By signing this form, presenter represents that he/she has obtained, or will obtain prior to the presentatation, any required permission to use copyrighted material. Alternatively, presenter will strictly comply with the fair use of copyrighted materials for educational purposes, including, but not limited to, proper attribution.

I hereby warrant that I have read the above authorization, release and agreement, prior to its execution and I am fully familiar with the contents thereof and have the authority to sign it. This release shall be binding upon my heirs, legal representatives, my assigns and myself.

PLEASE NOTE: You are NOT required to release your presentation for publication or distribution, but it is highly encouraged that you release your presentation inorder to help learners review and reinforce their learning experience.

Presentation Release
◉ Agree
○ Disagree

4. When finished answering all questions, click the Signature field, type your name in the box, verify the date is correct.   Click Submit button when finished.

engagement in this CE activity. I agree to update this form with any changes after submission.

Type your full name below to sign: *   Date

[☑] | Type Name Here   3/28/2024

[→ Submit]   [Reset ✖]

5. The disclosure is valid for one year from submission date. If there are any changes, update the disclosure as necessary.

Contact averacontinuingeducation@avera.org

CREATE AN AVERA CE PORTAL ACCOUNT

An Avera CE Portal account can be created on a Smart Phone or a computer. Instructions are below to create an account in the Avera CE Portal.

SMART PHONE:

1. Open a browser window and type avera.cloud-cme.com or scan the QR code
2. Click the 3 lines in the top left-hand corner. Click Sign In.
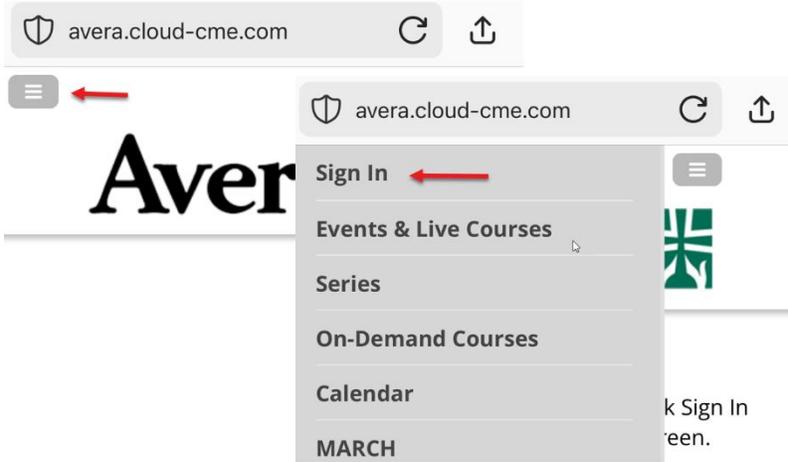
3. Create New Account and complete all fields highlighted in red. When done, click Create Account
   A pop-up message will confirm the account is built. Click OK. You will be redirected to the main page of the Portal to log in and update your profile.

Contact averacontinuingeducation@avera.org
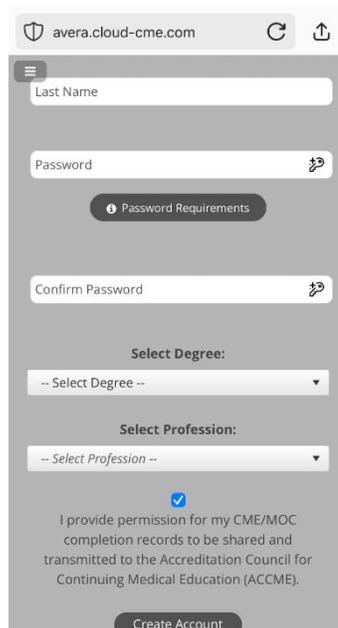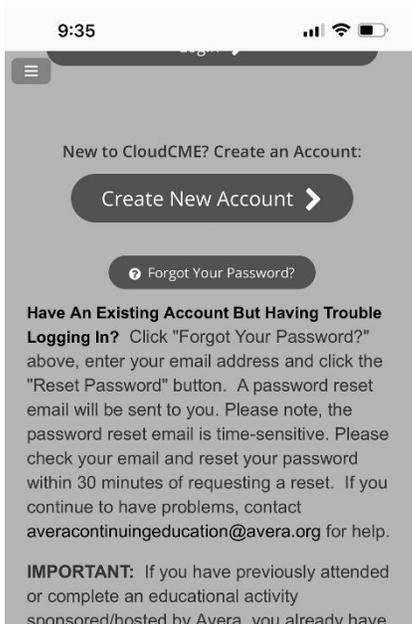
4. To update your profile, click the 3 lines in the top left-hand corner. Click Sign In with the email used in creating the account.
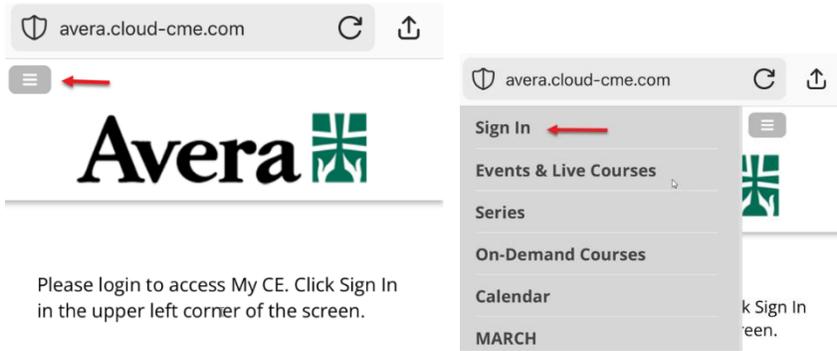
5. Click My CE → Profile and completed all fields highlighted in red.
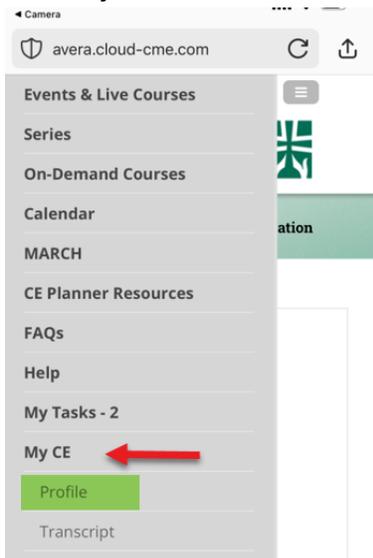
6. Physicians, pharmacists and pharmacy techs, **must** fill in the Credentials section in order for Avera to transmit the education data to the appropriate accrediting bodies. When all required fields are completed, **scroll to the top of the page** and click the Submit button.

Contact averacontinuingeducation@avera.org
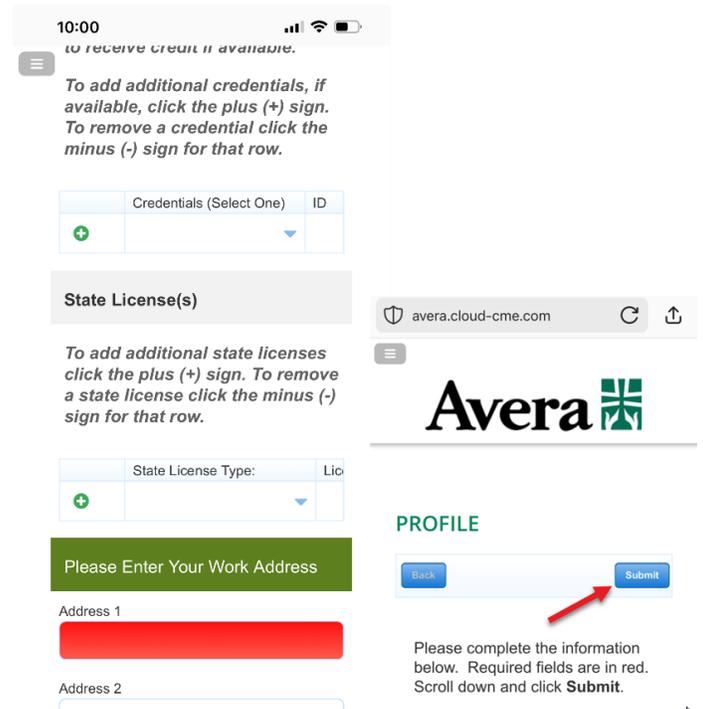
COMPUTER:

1. Click the following link: http://avera.cloud-cme.com / scan QR code
2. Click "Sign In" – Create New Account link and complete all fields. When the confirmation pop-up appears, click OK. Go back to the login page and to complete the profile page.
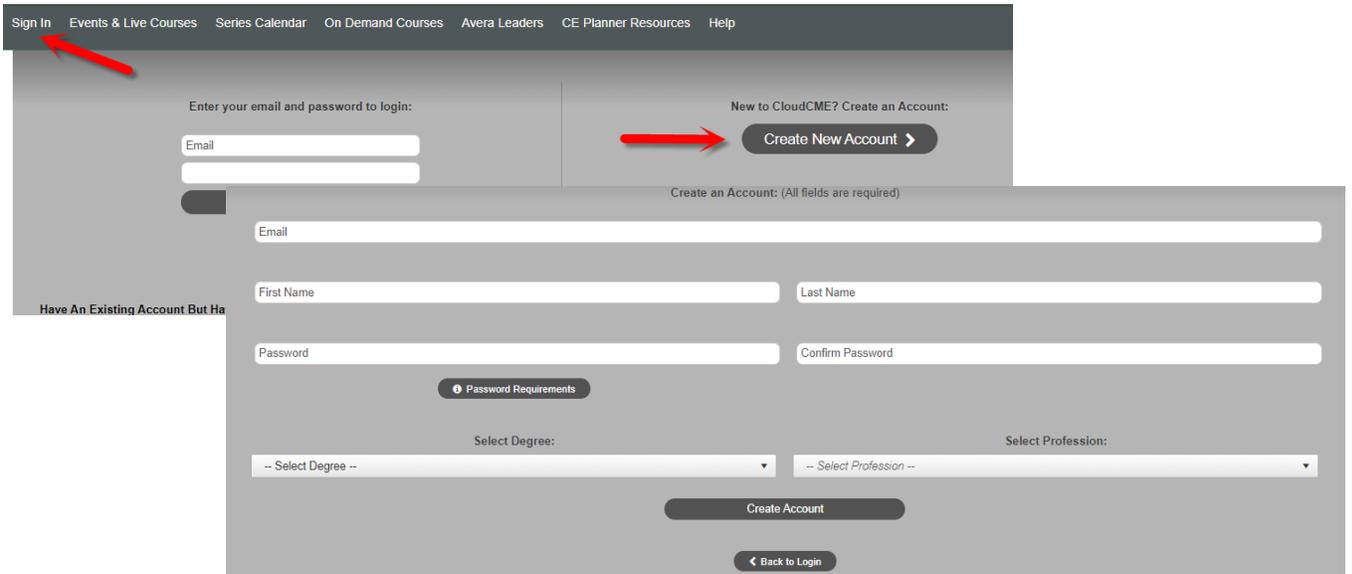
3. Return to the home, click Sign In and log in using the email used when creating this account. Click My CE – Profile and complete all fields highlighted in red. Physicians, pharmacists or pharmacy techs, **must** fill in the Credentials section in order for Avera to transmit the education data to the appropriate accrediting bodies.

Contact averacontinuingeducation@avera.org