# Policy on Attendance Records

At STO, in order to receive credit for a CME activity that learners have participated in, learners must claim credit. The amount of credit claimed is based upon the time that they have spent in the activity. Credits can only be earned in increments of 0.25 hours up to a maximum per activity that is pre-determined by STO.

Once the participants have entered their claim for credit (usually after the completion of the activity evaluation), a certificate is automatically generated from the management system based upon the amount of credit claimed. As the certificate is generated, the credit is also recorded within the database. The certificate includes, amongst other details, the name and date of the activity, the participant's name, and the amount of credit earned. Upon request, a participant (or other bona fide authority) will receive a report of all credits earned by the learner from STO.

Through limits coded into the system, no learner is allowed to claim more for their participation for each activity than STO establishes. All records are maintained for a minimum of six years.

For Journal CME activities and enduring materials, which are built into the platform and accessed by the learner there, the activity software records activity attendance, completion, evaluation, and claim for credit and retains these records in perpetuity.
For live activities, after participating in the activity, learners are provided with a link to the CME management platform to complete an online evaluation, claim their credit, and obtain their certificate. The records generated are recorded within the database.
STO's CME activities and individuals' claims for credit are all entered into its CME management platform.