

How to Submit Your Attestation Form

Part 4 Established QI Projects

NOTE: An attestation form only needs to be submitted if you have completed an established QI project for which you are applying to receive MOC credit. This does NOT pertain to any Web-based Part 4 activities.

Step 1: Logging In To Your Portfolio

- Go to the ABP web site at <https://www.abp.org/>
- In the upper right corner of the home page, click on LOG IN
- A drop down box will appear, you will then enter your user name and password and click LOG IN

Step 2: Locate the Attestation Form

- Click on My MOC Requirements
- Click on Search Activities
- Click on the Search Part 4 button
- In the Detailed Search, go to the Sponsor field, click on the arrow to display the drop down menu. Scroll down to the sponsoring organization for the project you have completed and put a check mark in the box in front of the sponsor name
- Click the Search Approved Activities or Search Closed Activities button
- Click on the Title of the activity you have completed and you will see the Activity Profile
- Within the Activity Profile, scroll down until you see Attestation Form. Click on this and the Attestation Form will open in a pop up window appear. At the top of the Attestation Form you will see a button that says Printer Friendly PDF button, click on this. The screen will change and you should have the option to save or print (depending on the pdf software that is on your computer)

Step 3: Submit the Attestation Form to the Sponsoring Organization

- Answer all questions on the Attestation Form
- Sign and date as the participant physician
- Submit the attestation form to MOC@connecticutchildrens.org for approval
- Once the credit has been entered you will immediately receive an automated email stating you have received credit and to log in to your ABP Portfolio to view how the credit was applied