

Reporting your Diplomate Renewal Points

Important Reminders:

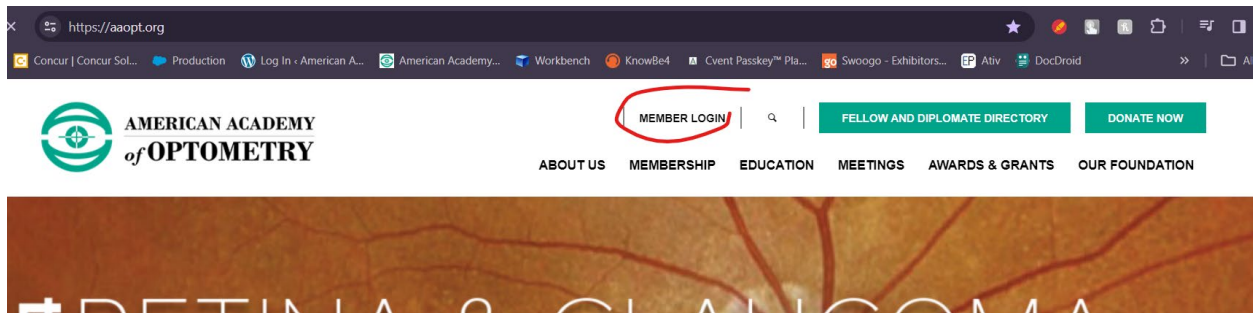
Please note that you must acquire 25 points within the 5 years of the renewal period. Meaning Diplomates whose renewal period started in 2020 will have until December 31, 2025 to attain the required points, will have until December 31, 2030 following 2025, and so on.

This document is helpful to see the different ways to earn Diplomate Renewal points:

https://aaopt.org/wp-content/uploads/2022/04/AAO_WebsitePDF_Membership-7-Diplomate-Renewal-Process-1.pdf.

Steps:

1. Log onto your Academy Portal using www.aaopt.org




2. Once in the portal, you will be automatically navigated to My Profile. Under Diplomate Renewal, you will see how many points you have already earned and the required points to complete renewal. Click “My Programs” to continue.

Personal Snapshot
View your latest notifications and snapshots of your profile.

Personal Snapshot

- Edit My Profile
- My Communication Preferences
- My Registrations
- My Pledge Balance
- My Payment Methods
- Security & Login
- Create or Update a Pledge
- Become a Member
- My CE Certifications
- My Candidate Portal
- My Diplomate Portal
- Diplomate Application

 **Your Name**

Membership
Summary of your current membership.

Member	Yes
Member Type	Fellow
Join On	
Member Thru	12/31/2024

Current Programs
A summary of your currently enrolled programs.

Diplomate Renewal

Status	Enrolled
Total Points Required	25.00
Total Points Earned	14.00

[My Programs](#)

3. Click “+ New Component” to add your work for review.

My Programs
View and manage your program enrollment.

Personal Snapshot

- Edit My Profile
- My Communication Preferences
- My Registrations
- My Pledge Balance
- My Payment Methods
- Security & Login
- Create or Update a Pledge
- Become a Member
- My CE Certifications

[+ New Component](#)

Current Programs

Diplomate Renewal

Term Status	Current
Status	Enrolled
Enrollment Date	
End Date	12/31/2025
Total Milestones	6
Total Milestones Completed	1

[View](#)

4. Select the correct type of work you are submitting. Please review the included documentation linked at the top of these instructions.
5. Scroll down the page and add the title and date of your work (Component Name and Component Date). Please note that it is important to include the correct year as many submission types are limited to certain years.
6. Under “Upload Documentation,” add in your work by clicking “Choose A File.”

You must complete fields ending with *.

New Component

Add your component.

Component Name *	<input type="text"/>
Component Date *	<input type="text"/>
Point Value	<input type="text"/>
Notes	<input type="text"/>

Upload Documentation

Add your supporting component submission documentation.

<input type="button" value="Choose A File..."/>	
<input type="button" value="Choose A File..."/>	
<input type="button" value="Choose A File..."/>	
<input type="button" value="Choose A File..."/>	
<input type="button" value="Choose A File..."/>	

Uploaded Files

No files have been uploaded yet.



7. Click “Submit” at the end of the page to complete reporting your Diplomate Renewal points.
8. Your work will then be reviewed by your Diplomate Chair. Upon approval, you will receive the points.