

First: Log in to your Personal FMF page

The Fetal Medicine Foundation / - Mozilla Firefox

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Welcome to your personal FMF page

Personal details
Name: Jane Smith FMF ID number: 77777
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FMF Certificates of competence in the 11-13 weeks scan
Theoretical course: completed on 11/12/2008 - if you want to review the 11-13 weeks course please select: [Patient](#) / [Medical practitioner](#)
Certified: February 1, 2009

Certification	Certificate of competence	Last audit	Report	License
NT scan	February 1, 2009	View images	Report	no
Nasal bone	November 30, 2008	View images	February 28, 2009	yes
Ductus venosus	November 30, 2008	View images	February 28, 2009	yes
Tricuspid flow	November 30, 2008	View images	February 28, 2009	yes

Done

Second: Scroll down to Audit/Licensing and Click on “here” to upload images

The screenshot shows a Mozilla Firefox browser window with the URL <https://courses.fetalmedicine.com/>. The page content includes:

FMF Certificates of competence in the 11-13 weeks scan
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NT scan	February 1, 2009	View images	Report	no
Nasal bone	November 30, 2008	View images	February 28, 2009	yes
Ductus venosus	November 30, 2008	View images	February 28, 2009	yes
Tricuspid flow	November 30, 2008	View images	February 28, 2009	yes
Facial angle	November 30, 2008	View images	Report	yes
Uterine Doppler (PET)	February 1, 2009	View images	February 28, 2009	yes

Audit / licensing
If you want to submit images and data for audit please click [here](#)
If you want to download the FMF software and obtain or renew your license for risk calculation please click [here](#)

Third: Click on Browse and select your 3 NT images, one at a time, then click on “I don’t have any data”. Finally click on “Upload files” to submit your images

Step 1: select audit type

Audit type:

Step 2: select three images

Select **three** images of nuchal translucency showing the calliper placement.

Add an image file:

Step 3: add a data file

Here you can upload a data file containing NT measurements. A good distribution of measurements is a condition for being included on the list of sonographers with a satisfactory audit.

Click [here](#) for details of exporting your data from Astraia or the FMF software. Instructions for ViewPoint are [here](#). If you want to know how to submit data from Excel or another program, click [here](#).

- I have a file to upload
- I don't have any data
- I have less than 30 cases

Data file name:

Last step: send your files

Note: before you upload your audit please [click here](#) to view the new audit policies.

Next: Wait 24-48 hours then log in again, click on “Report”

The screenshot shows a Mozilla Firefox browser window with the URL <https://courses.fetalmedicine.com/>. The page header includes the Fetal Medicine Foundation logo and navigation links: Centre, Foundation, Courses & Congress, Training & Certification, Online Education, Research, Look for Life, and Contact us. Below the header is a table with links for Current audits, Users, Centres, Examiners, Practicals, Expiries, and Examine images. The main content area is titled "Welcome to your personal FMF page" and contains a "Personal details" section with the name Jane Smith and FMF ID number 77777. Below this is a section for "FMF Certificates of competence in the 11-13 weeks scan" showing a completed theoretical course on 11/12/2008 and a certification date of February 1, 2009. At the bottom, there is a table with columns for Certification, Certificate of competence, Last audit, Report, and License. The "Report" link in the first row of this table is circled in red, and a blue arrow points to it from the text above.

Certification	Certificate of competence	Last audit	Report	License
NT scan	February 1, 2009	View images	Report	no
Nasal bone	November 20, 2008	View images	February 28, 2009	yes

Read the entire report and follow the instructions for what to do next