September Updates and Reminders

Announcements

New Activity Coordinator Training Available

Our team is excited to announce a new training resource for coordinators! This interactive training will walk through the CE application process, the RSS dashboard, overview CE terms, and provide additional downloadable resources. Click HERE or find the link via the CE Portal under the 'Help for Coordinators' section.

Half-Year Evaluation Summaries

Half Year Evaluation Summaries were emailed to coordinators during the month of August. Please check your inbox to review the attachments. If you would like assistance interpreting your data or improving your activity, please contact our Data and Development Specialist, Kelsey Caras, at kelsey.caras@med.wmich.edu.

Reminders from the CE Office

2023 Application Reminders

➢ RSS activity applications run on a **calendar year**. If you would like to continue offering CE credit for an RSS activity in 2023, a 2023 application must be submitted and approved by the Office of CE.

➢ To avoid late fees, CE applications must be submitted at least 90 days prior to their intended start date. To avoid a lapse in credit for your RSS activities**, 2023 applications will need to be submitted no later than** October 1st, 2022**.**

➢ If an application needs revisions, it will be "rejected" and you will receive an email notification. This simply means revisions are needed before the application can move forward in the review process. To locate these revisions, open the application and click on the "Comments" section. Make the requested changes and resubmit your application to the CE Office within two weeks to avoid delays in the approval process.

➢ Please note, we have a multi-step review process per our accreditation requirements. Your application will be reviewed by a member of the CE team, the director of CE, and peer-reviewed by a member of each credit type being offered (for example, if offering CE credit for nurses, a nurse will peer review the application). Revision may be requested during any phase of the review process and your application may be rejected more than once.

➢ If you are a new activity coordinator or need a refresher on the application process, please email us at ce@med.wmich.edu to schedule a training! We are happy to help.

Contact Us

If you ever have any problems or concerns regarding the system or our process, please contact us at ce@med.wmich.edu. We appreciate your feedback!