

Announcements

CE Office Staff Update

The Office of Continuing Education would like to announce that Courtney Arnold's last day with WMed will be February 25th, 2021. Courtney has accepted a new position at Western Michigan University and will be greatly missed. Please contact Courtney Puffer regarding RSS activities and any questions or concerns at ce@med.wmich.edu.

CE Coordinator Newsletter

As of March 2021, the CE Office will no longer be sending out CE Coordinator Newsletters. Please make sure to check the [CE Website](#) and [CE Portal](#) for the most up to date information.

Activity Coordinator

Managing Activities in the RSS Dashboard

- [Informational Video Tutorial \(7:50\)](#)
- [Download Tutorial in PDF](#)

If you are a new activity coordinator and would like training on the application process, RSS Dashboard, etc. please email us at ce@med.wmich.edu. We are happy to help!

Reminders from the CE Office

- Application Deadlines

Per our policy, there is a **45 day minimum requirement** for new CME applications. Applications may not be accepted with less than a 45 day lead time. To avoid late fees, please submit your application at least 90 days from your start date.

- CE Activity Codes

Coordinators will receive the 5-digit activity code upon activity approval. ***CE codes for credit cannot be handed out or published in marketing material prior to the activity.*** It is important to remember that activity codes are time-sensitive. Codes can only be submitted for up to 12 hours following a CE activity. We recommend that attendees submit their codes as soon as possible after arriving for an activity, in order to record their attendance.

Approved and Upcoming CE Conferences

Live Online

- April 13-14, 2021
37th Annual Developmental Disabilities Conference (Virtual)
- April 21, 2021
38th Annual Kalamazoo Community Medical and Health Sciences Research Day (Virtual)

Online Activities/Enduring Materials

- Emergency Treatment Exception to Informed Consent Online Ethics Continuing Education Course
- Pain Management Conference: Treating Pain and Addiction

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!