

## Happy New Year from the Office of Continuing Education!

### Announcements

#### CE Office Welcomes New Coordinator

The Office of Continuing Education would like to officially introduce our new CE Coordinator, Courtney Arnold. Courtney joined the team September 2020 and will be assisting coordinators with the RSS activities.



#### COVID-19 Vaccine Resources from ACCME

The ACCME is offering resources on the COVID-19 vaccine. Visit [LearnToVaccinate.org](https://www.learn-to-vaccinate.org) for CE accredited activities and resources.

### 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](mailto:ce@med.wmich.edu). We are happy to help!

#### Be on the Lookout

- The Office of Continuing Education is preparing its annual Joint Accreditation Report. You will be receiving an email from the CE Office to submit your outcomes assessments as indicated on your application. This will help our office report on what changes to practice, performance, and patient outcomes there were in 2020.
- There are changes coming to the COI resolution process. We are aligning ourselves with the new ACCME Standards for Commercial Support. Additional correspondences will be sent when the update happens.

### 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.

#### Claiming Credits



##### Your Activity Code Is Time-Sensitive

This activity code can only be submitted for up to **12 hours** following course attendance. Evaluations must be completed for course credit within **30 days** of the activity date.

**Step 1:** Text ONLY the activity code to **269-743-4779** in order to record your attendance.

**Step 2:** Sign in to your account on the WMed CE Portal: [wmed.cloud-cme.com](https://wmed.cloud-cme.com) and navigate to **My CE**, then **Evaluations & Certificates**.

**Step 3:** Complete the appropriate course evaluation to receive credit.

#### Contact Us

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

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