

Announcements

CE Office Welcomes New Coordinator

The Office of Continuing Education would like to officially introduce our new CE Program Coordinator, Katelyn Shull. Katelyn is from the Kalamazoo area and has a BBA from Western Michigan University. She joined the team August 2021 and will be assisting coordinators with the RSS activities.



Activity Coordinator

New Disclosure Form

New Compliance Standards will require a system wide update on [all](#) Disclosure and COI Resolution Forms. **Everyone will be required to complete a new disclosure form starting October 1st.**

Click [here](#) or copy/paste <https://wmed.cloud-cme.com/Form.aspx?FormID=7805> into your web browser to locate the new disclosure form. Please bookmark this new page and delete any previous links.

Activity Coordinator Training

If you are a new activity coordinator, or need a refresher on the application process, RSS Dashboard, etc., please reach out to schedule a training! Email us at ce@med.wmich.edu. We are happy to help!

Managing Activities in the RSS Dashboard

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

More tutorials can be found on the [CloudCME Help Page](#).

Be on the Lookout

- Coming November, The Office of Continuing Education is conducting a program evaluation. We would love your feedback on how we're doing and how we can better meet your needs. More information to come!

Reminders from the CE Office

Application Deadlines

- Per our policy, there is a 45 day minimum requirement for new CE 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 prior to their start date.**
- If an application has been sent back for revisions, it must be resubmitted to the CE Office within two weeks to avoid delays in approval process.

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!