# Appendix 5: Topic Specific Credit

## What is it?

In order to be licensed in the state of Michigan, health care providers need to cover certain topics as part of their continuing education. In order to clearly track these, we've added new credit types for these topics. They do not replace our accredited types such as *AMA PRA Category 1 Credits™*, but they provide supplemental documentation that learners are meeting all of their educational requirements.

## How do I add it to my activity?

There are a few ways to add these designations depending on what type of activity you're planning and where you are in the planning stage.

### I'm getting ready to start an application for a Course.

Perfect! When you are filling out the application, you will have the option to select the topics that are covered at your activity. Once your activity is approved and your agenda is finalized, the CE Coordinator will work with you to designate the correct session with the credit types you've selected.

### I have a Regularly Scheduled Series. What should I do?

Regularly Scheduled Series or RSS are activities such as Grand Rounds that are accredited on a yearly basis. If you have a session that you would like to add topic specific credit to, please email the CE Office and one of our coordinators will add it to that session. Unless the entire series is focused on the topic, you should not select the credit type in your annual application.

### My activity was already approved, but this wasn't an option or my agenda changed.

That's okay. As always, please let us know of any changes. We can add the credit if you need it or remove it if that session is no longer on the agenda.

## How do learners get the credit?

There will be two (or more) codes for your activity. One code will cover all of your accredited time. People who want *AMA PRA Category 1 Credit™*, CNE, CPE, or AAPA Category 1 Credit will use this code. The second (or third or fourth) code will just be for the topic specific credit. People who want a certificate with that topic listed or to have these topics differentiated on their transcripts will need to submit the second (or third or fourth) code as well.

### *The Bad (or Awkward) News*

There is no evaluation form attached to the topic-specific credits. This means the SMS texting system does not work for these credit types. People must go to the CE Portal or use the CloudCME app to enter the code.

### *The Good News*

Because these are not accredited credit types, they are not something we have to track and report throughout the year. And because there is no evaluation data attached to these credits, we can extend

the period for people to claim this credit.  So while our certificates are normally available for 30 days, these certificates should be available for as long as learners need to access them.

## How is this credit documented?

Learners will be able to download and save attendance certificates with the session name, date, and topic.  This credit will also be tracked on their transcripts so that learners can quickly see if they have, for example, earned enough pain management hours to meet their licensing requirements.

## What if there's a topic I need listed that isn't an option?

We try to keep on top of our learners' requirements, but we don't know everything.  If there's a topic that we've missed, please let us know, and we'll add it to the system.