Happy Holidays from the Office of Continuing Education!

Please note, the CE Office will have limited staff December 23rd - January 3rd as our team celebrates the holidays.

Announcements

RSS Activities for 2022

As the end of the year approaches, a few reminders for your upcoming 2022 RSS activities:

➤ Once your 2022 activity application has been approved, you will receive an approval email from the CE Office. Your 2022 activity will appear in your RSS Dashboard, and you can begin creating children sessions.

➤ Each child session will need session specific objectives, speakers/faculty added, all disclosure forms on file, and any conflicts of interest resolved before the session will be approved for credit.

➤ In order to be eligible for credit, a child session must be added to the RSS Dashboard at least 48 hours prior to the session's start time.

➤ Please visit our help page for more information on how to manage activities in the RSS Dashboard.

Program Evaluation Survey

There is still time to complete our program evaluation survey! This feedback will allow us to critically examine our program's overall effectiveness and how to better meet the needs of our continuing education community. Please click here to complete our seven question survey. We ask that all responses are submitted by December 15, 2021.

WMed CE Portal | Contact Us | Unsubscribe | Helpful Tips

Activity Coordinator

New Disclosure Form

New Compliance Standards required a system wide update on all Disclosure and COI Resolution Forms. **Everyone is required to complete a new disclosure form as of 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.

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 the approval process.

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** 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. We appreciate your feedback!