

Happy New Year from the Office of Continuing Education!

Announcements

CE Office Welcomes New Team Member

We would like to officially introduce our new Conference and Events Planning Coordinator, Laura Counterman. Laura will be the contact for conferences and events at the UPJ Campus. Reach out to her for planning services for meetings, conferences, and events of any size.

She has several years of experience in weddings, funerals, and community events from her previous role at her church in Paw Paw, MI. She also loves spending her time baking and learning about interior design. Welcome, Laura!



RSS Evaluation Summary Frequency

In an effort to better follow up on outcome assessments in 2022, an email has been sent requesting the frequency you would like to receive RSS evaluation summaries. Please respond by January 30th, 2022, or we will use our best judgement in sending your reports.

Activity Coordinator

Creating Child Sessions

Now that we are in 2022, please make sure you are creating child sessions from your 2022 parent application. You can verify this by checking the activity code in the “ID” column of the RSS Dashboard or the activity name in the “Series” column.

Status	ID	Series	Topic
IN REVIEW	Parent: 23932 Child ID:24195	WMed Example 2022	Child Session 2022

If you need a refresher on how to add, delete, or modify child sessions, please watch our video tutorial on managing the RSS Dashboard.

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

If you have not received an approval notice for a pending 2022 RSS activity application, please email the CE Office at ce@med.wmich.edu.

Disclosure Forms

- 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, 2021.**
- Sessions will not be approved for credit until all faculty members have an active disclosure form on file.
- Disclosure forms are active for **one calendar year** after the last submission date.

- Faculty will automatically receive an email prompt to update their disclosure form when they are added to an activity session. They can also access the form by logging into their WMed CE Portal and going to the “Faculty” tab or by using the direct link.
- Click [here](#) or copy/paste <https://wmed.cloud-cme.com/Form.aspx?FormID=7805> into your web browser to access the disclosure form directly.



Reminders from the CE Office

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!

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!