

## Announcements

### Athletic Trainer Credit Is Now Available

The CE Office is pleased to announce that we have officially been accredited to offer Athletic Trainer credit through The Board of Certification for the Athletic Trainer. This credit type has been added to our system and is available for selection in the activity application. For any questions, please contact the CE Office.

### Program Evaluation Survey

As part of a larger self-study for re-accreditation, the CE Office is requesting that you 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.

## 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](mailto: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.

### 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!