

What's New – April 1, 2019

Welcome To The New CE Coordinator Newsletter!

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The WMed CE Office has had some recent structural changes and we appreciate your understanding and patience as we readjust. To help with this transition, we are going to implement this communication to keep you, our activity coordinators and directors, informed and up-to-date with the Continuing Education Office.

As a result of these many changes, we have taken a closer look at our policies and procedures. This includes enforcing current policies and procedures and communicating new or updated policies and procedures. These processes will ensure we can continue to accredit amazing continuing education content.



We will also be reconstructing our materials to help navigate our processes. We are calling for feedback regarding how we can provide the best quality resources for our activity coordinators and stakeholders. Please help us help you!

[Take The Needs Assessment Now >>](#)



Reminders from the CE Office

Submit Your Application

As it stands now, we ask that applications are submitted no later than 45 days before the activity start date, or the first date of your RSS or the application will not be processed. Additional fees may occur if the activity is submitted between 90-45 days before the activity start date.

RSS Submissions

If you are submitting RSS sessions, as a reminder, we ask that information is submitted at least 2 weeks in advance. Longer if you are not sure if the speaker/instructor has a disclosure on file or not.

Conflict Resolution

Conflict resolution must be submitted at least two weeks before the activity or session start date.

Include Your Objectives

RSS Dashboard submissions should have objectives. We will start sending the submissions back for edits if this is not the case. Thank you.

