

### What's New – September 6, 2019

## Applications For 2020

Courtney Puffer, Program Specialist

With October slowly creeping up on us, the CE Office wants to remind all activity owners that the application process has been revamped for 2020!

Each submitted application will be treated as new for the upcoming year. Instead of a common due date, deadlines for application submissions are now dependent upon your activity's start date. To avoid additional fees with your applications, plan to have them submitted at least 90 days prior to the first date of your activity. For assistance with your application, feel free to contact Courtney: [Courtney.Puffer@med.wmich.edu](mailto:Courtney.Puffer@med.wmich.edu)

Please plan on starting the CE Application process early to avoid additional fees (you can even start right now!). The CE Office may reject applications that are submitted less than 45 days prior to their start date.



## Learning Resources

"Gaps, Needs, Objectives & Outcomes" Video Tutorial (2:59)

[Watch Now >>](#)

### Reminders from the CE Office

#### APA & ACE Credits

Additional steps are required for activities that are approved for Psychology (APA) and/or Social Work (ACE) credits. Whether attending activities that involve a variety of sessions or a single session, Psychologists and Social Workers will need to sign-in and sign-out of each individual session to be eligible for credit. Each session must also have its own learning objectives and be a minimum of 60 minutes.

#### Faculty Disclosure Forms

Disclosure forms, i.e. Financial Disclosures and Conflict of Interest resolutions, 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.

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