

# Renewing a Course

All courses **MUST** be renewed each calendar year

**Failure to renew a course application will result in suspension of CE credit for the activity until a new application is submitted and approved**

1. Log into your account at <https://hhchealth.cloud-cme.com>
2. Click on the **Application** button on the bottom right of the screen
3. Filter Application Status by "All", include a word from your activity in Event Name (such as *Journal Club* or *Women's Health*) and hit Search

4. Locate the activity you need to renew
  - a. Click "Copy" – DO NOT CLICK DELETE
  - b. If you do not see your course for which you are responsible, contact [ContinuingEd@hhchealth.org](mailto:ContinuingEd@hhchealth.org) so we can add you to this application

24381	HH TRANSPLANT GRAND ROUNDS (2022)	Celina Proff	Ans Quaron, MA (Activity Administrator)	11/15/2021 10:45:20 AM	Bishop Emmanuel, DO does not have a disclosure on file. Celina	Activity Summary	Copy	Delete
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5. Click on the **COPY OF YOUR ACTIVITY NAME** button

24450	COPY OF HH TRANSPLANT GRAND ROUNDS (2022)	Deborah Gartley, MD		11/15/2021 10:55:38 AM	No faculty or planners have been specified for this activity.			
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6. Edit as follows:

a. **Basic Information Page**

- 1) Activity Name: Rename the Activity in following format

- Hospital /Institute Abbreviation or Region (HH, SVMC, CHH, MMC, BH, WH, HOCC, HHC, IOL, HHCCI, BJI, HVI, East Region, etc)
- Program Name
- Year of application: (2022)
- E.g.: HH Transplant Grand Rounds (2022)

- 2) Credit Types

- Joint Accreditation **MUST** be checked
- DO NOT CHECK non-accredited
- Check the following credit types as applicable: AMA, ASWB, ANCC, ACPE
  - ⇒ Consider: Which professions is this education planned for? Who is invited?
  - ⇒ You **MUST** have a representative from the profession (social work, nursing, pharmacy) on the planning committee to include credit for that profession

- 3) Confirm or enter the number of credits you are requesting (15 min = .25 credits, 1 hour = 1 credit, etc)

- 4) Indicate if the activity content is clinical, non-clinical (leadership, communication, etc), or will be both. This is a NEW question since this summer so it may or may not be completed already.
- 5) MOC (Maintenance of Certification Points)
  - Contact [ContinuingEd@hhchealth.org](mailto:ContinuingEd@hhchealth.org) if you want MOC for your program in 2022
  - At this time, only Internal Medicine and Surgery MOC are available
    - ⇒ Internal Medicine (ABIM) – requires a post-activity test or evaluation of learning
    - ⇒ Surgery (ABS CC) – requires a post-activity evaluation of learning
    - ⇒ Surgery (ABS SA) – requires a post-activity test

4) Location

- In Person Activity: choose the location from the drop down list
  - ⇒ Contact us immediately if your location is not in the drop down box so we can add it to the list of default locations
- Virtual Activity: choose *Other* and enter the Zoom or VMR address in the text box
  - ⇒ TIP: Build the event in Zoom or VMR as a recurring event so that the online link is the same each session and you will have to do less editing to the flyer or email the link before each session
- Hybrid Activity (both in person and virtual): choose *Other* and enter the physical location AND the Zoom or VMR address in the text box
  - ⇒ Entering a static location now will allow this to be added automatically to each child.

5) Target Audience

- Confirm and update as needed

b. **Planners & Faculty Page**

- 1) Confirm/Add/Delete planners/authors/faculty for this PARENT activity
- 2) Include ALL individuals who will touch this activity, including a backup coordinator if needed
- 3) Use the green plus sign to add or the red minus sign to delete planning committee members
- 4) Use the Activity Roles below:
  - Activity Coordinator
  - Child Session Planner
  - Course Director
  - Nurse Planner
  - Pharmacy Planner
  - Planning Committee Member
  - Social Work Planner

c. **Gaps & Objectives Page**

- 1) Review for accuracy, edit as needed

d. **Objectives Page**

- 1) Review for accuracy, edit as needed

e. **Commercial Support Page**

- 1) Review for accuracy, edit as needed

f. **Signature Page**

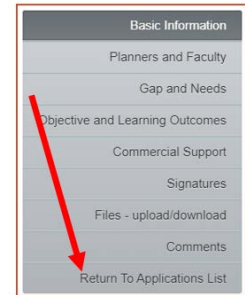
1) Sign

- The Activity Director should review this prior to its submission as they remain ultimately responsible for the content of the activity
- If signing on behalf of someone, please indicate as *JDoe signing for JSmith*

- 2) Enter today's date
  - VITAL to ensure that disclosures are accessible to the planners and faculty
  - Failure to do this will delay in your program's review and approval
- 3) Click "Done"
- 4) Click "Save Application"

**7. Submit your application**

- a. Return to the main Application Page by clicking *Return to Applications List* in the grey box on the left side of your screen
- b. Locate your new application on the list
- c. Click the *SUBMIT FOR REVIEW* button
  - 1) This lets us know that you are completely done with your edits and the application is ready to be reviewed by us.



- 2) You will receive an email and PDF of the application informing you it has been successfully submitted
- 3) If you only partially complete the renewal, do not submit it until it is complete.
  - \* Once the application is submitted, you lose your ability to update it unless it is released by us.

**All course renewals MUST be submitted at least 8 weeks prior to the next scheduled program. Late submissions will be reviewed as time permits and there is no guarantee that it will be approved prior to the first session.**

Contact [ContinuingEd@hhchealth.org](mailto:ContinuingEd@hhchealth.org) with any questions or problems.