**Process for Continuing Education Certification**

**Course / Conference / Symposium**

This process takes a minimum of 12 weeks (longer for larger programs)

\*\* Credit cannot be advertised until activity is fully approved by the CE team \*\*

Access resources, supporting documents, and instructional PDFs [HERE](https://hhchealth.cloud-cme.com/about/resources?p=1200)

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|  ***Timeline*** |  ***Steps*** |  ***Resources*** |
| **12+ WEEKS PRIOR** | * Schedule a mandatory planning meeting with our team through ContinuingEd@HHCHealth.org
	+ *Review and complete Provider Agreement, including responsibilities and timelines for submission*
	+ *Review mandatory components of CE process*
	+ *Respond to any planner questions*
	+ *Review CE Policies*
	+ *Review Fee Schedule and Requirements*
* Complete the Activity Application at [hhchealth.cloud- cme.com](https://hhchealth.cloud-cme.com/)
	+ *Required for all activities requesting Continuing Education credit, regardless of type, credit, activity*
	+ *Financial Disclosures will be sent by CloudCME upon their entry on the Planners and Faculty page in the application*
	+ *A detailed agenda listing times, topics, and presenters is required for activities*
	+ *All advertising materials, emails, or invitations MUST be reviewed by the CE Team prior to dispersal*
	+ *The application MUST be approved before any advertising materials mentioning CME or credit may be distributed*
* Obtain Financial Disclosures from all planning committee members and faculty
	+ *Disclosures must be completed in CloudCME*
	+ *Any person with a role in the activity (planners, administrative staff, activity directors, faculty) must have a disclosure in CloudCME that will be current on date of activity*
 | HHC CE Provider AgreementHHC CE Application on CloudCMECloudCME Tools & Resources Application Help Documents |
| **8+ WEEKS PRIOR** | * Send all marketing documents to CE for review and approval PRIOR to distribution
* Submit tentative agenda
* Submit Multi-Session Worksheet
* Submit Estimated Budget via CloudCME
* Submit Sponsorship Agreements to CE for review and approval
* Submit venue map
* Submit Registration Request form
* Pay invoice (if applicable)
 | CloudCME Administrative Access & Budget Screen Multi-session WorksheetHHC CE Sponsorship AgreementRegistration Request Form |
| **TO BE COMPLETED BY THE CONTINUING EDUCATION TEAM** **UPON RECEIPT OF ALL DOCUMENTS NOTED ABOVE** | * Review the application and supporting documents to ensure all accreditation criteria are met
* Review all speaker and planner disclosures for potential conflicts of interest
* Contact the Activity Director to resolve of any conflicts of interest, including presentation review if needed
* Approve (or deny) the activity for continuing education credit
	+ *Once approved, the CE Coordinator will send a letter of approval and slides containing texting sign in and disclosure information to the Administrative Coordinator and Activity Director*
	+ *Participants MUST be provided with this information at the beginning of the activity*
* Set up registration and provide link to planners
* Create online evaluation and certificate process
	+ *All Courses/Conferences/Symposium require a written evaluation after the conclusion of the activity*
	+ *Evaluations must be completed via our CloudCME Portal*
	+ *Certificates are issued online upon completion of the evaluation*
	+ *Credit is saved in the CloudCME database and learners can print an activity certificate or a transcript as needed*
	+ *Additional evaluation questions can be added upon request*
 | Completed HHC CE ApplicationMitigation of COI |
| **FOR ALL** **ON-DEMAND OR MOC ACTIVITIES** | * Develop post-activity assessment (post-test) questions
	+ *All On Demand Learning or Maintenance of Certification (MOC) activities must include a post-test that measures the learner’s individual achievement of the activity*
	+ *A copy of the test question template as well as resources for writing quality multiple choice questions can be found on our* [*Tools and Resources page*](https://hhchealth.cloud-cme.com/about/resources?p=1200)
	+ *The Planning Team must provide the appropriate questions, answers, and brief rationale for that answer*
	+ *For MOC activities, contact* *ContinuingEd@HHCHealth.org*
 | Post-Test TemplateMOCRequirements |