**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](mailto: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 Agreement  HHC CE Application on CloudCME  CloudCME 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 Worksheet  HHC CE Sponsorship Agreement  Registration 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 Application  Mitigation 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*](mailto:ContinuingEd@HHCHealth.org) | Post-Test Template  MOC  Requirements |