

Process for Continuing Education Certification

Single Event or New Regularly Scheduled Series

This process takes 6 weeks for a course and new RSS program

Access documents and instructional PDFs at [LINK HERE](#)

<p>8+ WEEKS PRIOR</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Schedule a mandatory planning meeting with our team through ContinuingEd@HHCHealth.org <input type="checkbox"/> Obtain Financial Disclosures from all planning committee members <ul style="list-style-type: none"> • <i>Planner disclosures may be completed online (in CloudCME) or via paper (available from the CE Team)</i> • <i>All planners and activity directors must complete a disclosure</i> <input type="checkbox"/> Resolve any planner potential conflicts of interest in conjunction with the CE Team 	<p>Planner Financial Disclosure</p> <p>HHC CE Policies</p> <p>Resolution of COI</p>
<p>6+ WEEKS PRIOR</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Complete the Activity Application at hhchealth.cloud-cme.com <ul style="list-style-type: none"> • <i>Required for all activities requesting Continuing Education credit, regardless of type or credit or activity</i> • <i>A detailed agenda listing times, topics, and presenters are required for activities requesting more than 1 credit</i> • <i>The application MUST be approved before any advertising materials may be distributed</i> 	<p>HHC CE Application</p> <p>Application Help Documents</p>
<p>COMPLETED BY THE CONTINUING EDUCATION TEAM</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Review the Application to ensure all accreditation criteria are met <input type="checkbox"/> Review all speaker disclosures for potential conflicts of interest <input type="checkbox"/> Contact the Activity Director to resolve of any conflicts of interest, including presentation review if needed <input type="checkbox"/> Approve (or deny) the activity for continuing education credit <ul style="list-style-type: none"> • <i>Once approved, the CE Coordinator will send a letter of approval, including a flyer with accreditation language and slides containing texting sign in and disclosure information to the Administrative Coordinator and Activity Director</i> • <i>Participants MUST be provided with this information at the beginning of the activity</i> <input type="checkbox"/> Create online evaluation and certificate process <ul style="list-style-type: none"> • <i>Evaluations are completed via our CloudCME Portal</i> • <i>Certificates are issued online upon completion of the evaluation</i> • <i>Credit is also saved in the CloudCME database and learners can print an activity certificate or a transcript as needed</i> • <i>Additional evaluation questions can be added upon request.</i> 	<p>Resolution of COI</p>
<p>FOR ALL WEB OR MOC ACTIVITIES</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Develop post-activity assessment questions <ul style="list-style-type: none"> • <i>All web or MOC activities must include a post-test that measures the learner's individual achievement of the activity</i> • <i>The Planning Team must provide appropriate questions and answer responses for programming into the module</i> • <i>For MOC activities, contact ContinuingEd@HHCHealth.org</i> 	<p>Post-Test Template</p> <p>MOC Requirements</p>

