

CONTINUING EDUCATION EASY STEPS

2020 Maternal Infant Health Program

Live Virtual Event September 22-23, 2020

Pre-recorded Session Viewing September 24, 2020 – November 24, 2020

Continuing Education opportunities for this activity have been jointly provided by MDHHS Maternal and Infant Health Program, MPHI, and McLaren Health.

Please read this document carefully to understand continuing education requirements for virtual and post event session education.

This activity offers maximum educational hours during the live event days of:

8.50 contact hours for **NURSES** as a CME certificate provided by McLaren

8.50 contact hours for **PHYSICIANS** provided by McLaren

4.50 clock hours for **SOCIAL WORKERS**

4.50 CERP's for **LACTATION** Consultants **IBCLE**

Educational hours for all disciplines will be based on the sessions you report as attending in the post event evaluation. To ensure maximum hours, please consult the Purpose, Objectives, and Disclosures document to determine continuing education available for sessions you are attending.

STEPS TO RECEIVE CONTINUING EDUCATION September 23-24, 2020

- ✓ Log into Zoom and ensure that your name is correct on your profile for reporting purposes.
- ✓ Participant must watch a minimum of 50 minutes of the educational session to qualify for continuing education (or 80% if the session is longer than 60 minutes).
- ✓ Complete the event Evaluation Survey by clicking the link in the email you will receive after the event.
 - The survey closing date will be included in the email you will receive.
 - **IMPORTANT TIP:** Evaluation Link Emails can fall into the Junk or Spam area of your email. Please check in those areas for your link. The email will come from CEInfo@mphi.org via [SurveyMonkey.com](https://www.surveymonkey.com). Adding this email to your contact list can help to avoid this problem.
 - If you do not receive a link to the survey within **5 business days** of the event, please email CEInfo@mphi.org for

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next steps.

- ✓ **Certificate Award Process:**
 - The certificate reconciliation process starts as soon as the survey closes and can take up to 30 days to complete.
 - Certificates will be uploaded into the participant's registration account.
 - After reconciliation has been completed, an email will be sent to notify the participant that the certificate(s) are ready to print.

STEPS TO RECEIVE CONTINUING EDUCATION PRE-RECORDED SESSIONS September 24, 2020 – November 24, 2020

Pre-recorded sessions will be made available for viewing September 24, 2020 through November 24, 2020. Consult the Purpose, Objectives, and Disclosures document to determine the type and amount of continuing education available for each session.

- ✓ A link to the session catalog is available on the conference website.
- ✓ Create a profile in mediasite to access the session catalog and select the session(s) needed.
 - Continuing education is only available once per session.
 - Review the Purpose, Objectives, and Disclosures document for types and amounts of continuing education available for each session.
- ✓ Complete the evaluation at the end of each session and select the type(s) of continuing education needed.
- ✓ **Certificate Award Process:**
 - Data from evaluations will be reconciled and participant certificates created no later than December 15, 2020.
 - Certificates will be uploaded into the participant's registration account.
 - After reconciliation has been completed, an email will be sent to notify participant that the certificate(s) are ready to print.

PLEASE NOTE: CREDIT WILL NOT BE AWARDED UNLESS ALL CRITERIA IS MET