

## CONTINUING EDUCATION EASY STEPS

### 2020 Michigan Clinical Nursing Conference for HIV & STD Care

**October 14, 2020**

Continuing Education opportunities for this activity have been jointly provided by MDHHS/HIV & STD Division and MPHI.

*This activity offers maximum educational hours of:*

**Live Sessions:**

**4.00** contact hours for **NURSES**

**Recorded Sessions:**

**1.00** contact hours for **NURSES** for each recorded session watched

#### IMPORTANT REQUIREMENTS FOR CONTINUING EDUCATION OPPORTUNITIES

**LIVE DAY SESSIONS:**

- ✓ Check in on the virtual platform using the name you registered under.
- ✓ Participate in the session(s) you attend and review all materials.
  - Full attendance is required at the session to receive CE hours for that session.
  - Credit is based on your answers on the Evaluation Survey.
  - **PLEASE NOTE:** Late arrivals or early departures, from sessions, will disqualify a participant and no CE credits or hours will be awarded for that session.
- ✓ 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](mailto: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](mailto:CEInfo@mphi.org) for 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.
  - After reconciliation has been completed, you will receive an email with a link to print your certificate(s).

**PRE-RECORDED SESSIONS:**

- ✓ Continuing education for Pre-Recorded sessions will be available October 14, 2020 through December 14, 2020.
- ✓ A brief evaluation is required for each session completed to receive continuing education
  - A link to the evaluation for pre-recorded sessions can be found in the "LINKS" area under each session title in the recorded session platform.
- ✓ Certificates for pre-recorded sessions will be available separately from the live day certificates.

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