

Sign in and Evaluations for Credit

Department: Continuing Medical Education (CME)

1. **Purpose:** To establish a procedure for attendance evaluation process and the relation of awarding credits
2. **Responsibilities:** CME personnel
Spectrum Health Hospitals is accredited by the Michigan State Medical Society to provide Accredited Continuing Education (CE) for physicians. The CME Office is responsible for ensuring compliance with the ACCME Essential Areas, Elements, Criteria, Policies and Standards for Commercial Support as well as other regulations as they relate to the quality of CME
3. **Regulations:**
 - 3.1 The activity organizer will retrieve the Child ID for the event from the CloudCME system for Regular Schedule Series (RSS.) For a Course, the CME Office will provide the ID to the activity organizer via email. The activity organizer will provide this Child ID to their attendees.
 - 3.2. Attendees are responsible to record their attendance either by texting in the Child ID to 844-420-1171 or scanning the QR code using the CloudCME app. Attendees have 60 minutes before, anytime during and 720 minutes (12 hours) after the event to record their attendance.
 - 3.3 Attendees have 30 days to complete the evaluation to receive credit for the activity. The evaluation will appear under the attendees' CloudCME account once attendance has been recorded.