



## **CE PROGRAM COURSE POLICY**

### **Policy:**

Instructors wishing to participate in the CE Sponsor Program must be approved by the CE Sponsor agency (WMRMC). Copies of all licenses, certifications and curriculum vitae must be on file for each Instructor. All courses MUST be taught by a CE Sponsor Program approved Instructor/Coordinator (I/C) or Subject Matter Expert (SME). See Subject Matter Expert definition under section titled "Subject Matter Expert."

All Continuing Education courses conducted must follow lesson plans already approved through the CE Sponsor Program by Michigan Department of Health & Human Services (MDHHS), Bureau of EMS, Trauma & Preparedness (BETP).

Any violation of this policy will result in disciplinary action according to the CE Sponsor Program Non-Compliance Policy.

### **SUBJECT MATTER EXPERT**

### **Definition:**

A Subject Matter Expert (SME) is considered by the CE Sponsor Program to be someone with specific knowledge and/or skills relevant to the topic being taught and obtained through work-related experience and/or training/education on that topic.

Potential SME Instructors will not be approved by the CE Sponsor Program unless they have a minimum of 3 years of consecutive experience in the relevant topic field.

When an SME submits for course approval, the CE Sponsor Program will review the request to ensure the SME has the requisite qualifications to teach the topic being requested. This will be done by reviewing the Lesson Plan, paying particular attention to the level of licensure for credits issued, as well as by reviewing the SME's curriculum vitae. An updated curriculum vitae MUST remain on file with the CE Sponsor Program in order for an SME to remain active as an Instructor.



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### Procedure:

The following procedures will be followed whenever an instructor or subject matter expert intends to conduct a continuing education course under the CE Sponsor Program.

### NOTIFICATION OF INTENT

To conduct a CE training session, the requesting Instructor will:

1. Go to the CE Sponsor Program webpage [www.wmrmmc.org/MCA/Muskegon/EDUCATION/CE-SPONSORSHIP](http://www.wmrmmc.org/MCA/Muskegon/EDUCATION/CE-SPONSORSHIP).
2. Verify the topic being conducted is an approved topic by locating the appropriate Lesson Plan. Lesson Plans can be found by clicking on "Approved Lesson Plans" towards the bottom of the CE Sponsor Program webpage.
3. Submit Notification of Intent to conduct a CE course. This should be done by clicking on "Course Notification" toward the bottom of the CE Sponsor Program webpage and filling out the electronic request form.
4. Notification of Intent MUST include all of the following information in order to receive approval:
  - a. **Name** of Instructor/Coordinator (I/C) or Subject Matter Expert (SME) who will be teaching the topic.
  - b. The **Lesson Plan** being taught. List the name of the Lesson Plan, including the Lesson Plan #, which can be found in the footer at the bottom right of each lesson plan.
  - c. The **Course Location**. The location MUST be listed as an Approved Location under the CE Sponsor Program. Approved Locations are listed on the CE Sponsor Program webpage.
  - d. The **Course Date and Times**. This should include a Start and End time (e.g., 1800-1900), and should match the credit hours approved as listed on the Lesson Plan.
  - e. The **Instructor's contact** information.
5. Instructors MUST submit a **Notification of Intent** to conduct a CE course **at least 10 days prior** to the scheduled training date in order to receive approval. The CE Sponsor Program reserves the right to waive this requirement at their discretion, and under extenuating circumstances.

### COURSE APPROVAL

Upon receipt of Notification of Intent to conduct a CE course from an Instructor, the CE Sponsor Program will review the request and check for the following:

1. Course being requested will be taught by a CE Sponsor Program approved Instructor.
2. Course being requested will be conducted at a CE Sponsor Program approved location.
3. Topic being requested is a CE Sponsor Program approved topic (Lesson Plan).



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4. Instructor is qualified to teach the requested topic (see Subject Matter Expert definition in this policy).
5. Requested times (duration of course) match number of credit hours listed on requested lesson plan.
6. Request is submitted at least 10 days in advance of requested course date.

The CE Sponsor Program will approve or deny the request within 3 business days. If denied, an explanation of the reason for denial will be provided and corrective action identified. If approved, the email response will contain the following:

1. Copy of the Course Policy.
2. Copy of the Approved Lesson Plan.
3. Copy of the Approved Attendance Roster. The Attendance Roster will be emailed as an electronic fillable PDF document, and will be filled in with the Course Date, Time, Location, Credit Category, Topic and credit breakdown. This is the ONLY form that should be used.

### CONDUCTING THE COURSE

The Instructor of Record should ensure the following is adhered to when conducting a CE Course under the CE Sponsor Program:

1. Utilize the CE Sponsor Program approved Attendance Roster.
2. Ensure a computer is available for students to sign in on the approved Attendance Roster. Alternatively, if a computer is not available to sign in, the instructor will print a hard copy of the approved CE Sponsor Program Attendance Roster before the course begins and have students sign in using pen. The instructor is then responsible to fill out the electronic fillable PDF Attendance Roster once a computer is available and submit it electronically to the CE Sponsor Program ([cesponsor@gmail.com](mailto:cesponsor@gmail.com) or [clawton@wmrmc.org](mailto:clawton@wmrmc.org)).
3. Ensure ALL fields of the Attendance Roster are filled out by the student in order to receive Proof of Attendance.

The Instructor will conduct the course according to the Approved Lesson Plan and Course Policy.

1. If a presentation has been provided by the CE Sponsor Program, the Instructor MUST follow that presentation.
2. If a presentation is not available, the Instructor is responsible to create one, or to use alternative teaching methods appropriate to the topic, that follow the approved Lesson Plan Outline and achieve the Objectives identified.



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Note: Students should list the email where they would prefer to receive Proof of Attendance and ensure the CE Sponsor Program email, [cesponsor@gmail.com](mailto:cesponsor@gmail.com), does not go to their SPAM or Junk Mail folder. Care should be taken when typing the students email to ensure accuracy.

#### **COURSE COMPLETION**

Upon course completion, the Instructor will:

1. Email the electronic fillable PDF Attendance Roster to [cesponsor@gmail.com](mailto:cesponsor@gmail.com) or [clawton@wrrmc.org](mailto:clawton@wrrmc.org).
  - a. Each student's preferred email address must be included in order to receive Proof of Attendance.
2. All documents must be returned no later than 3 business days following completion of the training session.

#### **PROOF OF ATTENDANCE**

Upon receipt of course completion documentation, the CE Sponsor Program will:

1. Review returned documents for completion.
2. Send each student an electronic Course Evaluation. The Course Evaluation **MUST** be completed in order to receive Proof of Attendance.
3. Issue signed Proof of Attendance sheets for those who attended the training session no later than 5 business days from receipt of course completion documents.
4. Proof of Attendance sheets will be sent electronically to each student's identified email after they have completed the online course evaluation.
5. Duplicate (replacement) Proof of Attendance sheets will require a \$5.00 fee payable to WRRMC before being issued. Duplicate Proof of Attendance sheets will be issued within 5 business days from receipt of request.

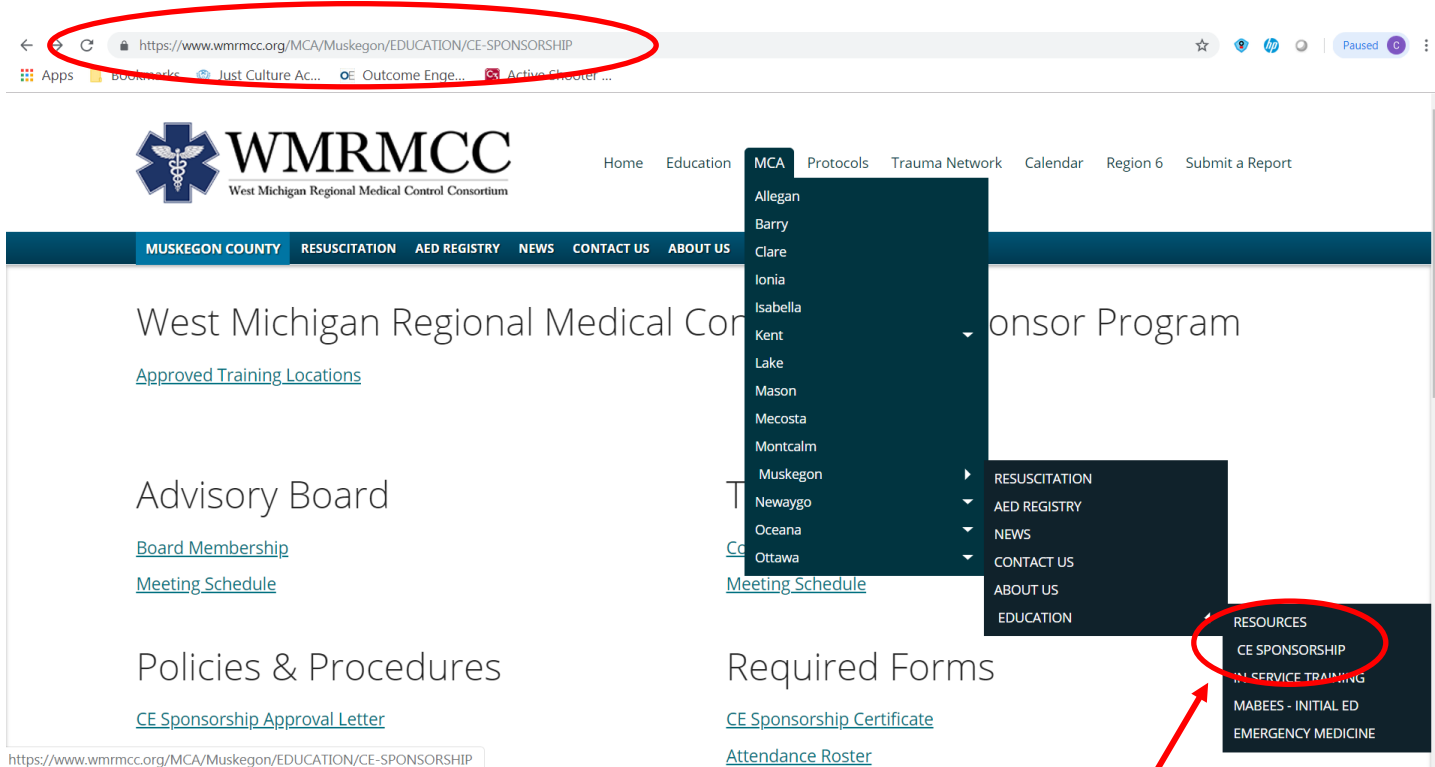


# CE PROGRAM COURSE POLICY

## APPENDIX A: TUTORIAL TO CE SPONSOR PROGRAM

This is where it all begins.

All Instructors must go to the Medical Control website, [www.wmmcc.org](http://www.wmmcc.org), prior to conducting a course under the CE Sponsor Program and submit for approval.



Click on "CE Sponsorship"



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Scroll down, there is more content on the web page.

If you need to check to see who is an Approved Instructor, check to see what Lesson Plan topics are available, or to submit for approval, simply scroll down and click on one of the three boxes shown below.

The screenshot shows a web browser window with the URL <https://www.wrmcc.org/MCA/Muskegon/EDUCATION/CE-SPONSORSHIP>. The page is titled "Policies & Procedures" and "Required Forms".

**Policies & Procedures**

- [CE Sponsorship Approval Letter](#)
- [CE Sponsorship Consortium Agreement](#)
- [Course Policy](#)
- [Non-Compliance Policy](#)
- [Lesson Plan Review & Approval Policy](#)

**Required Forms**

- [CE Sponsorship Certificate](#)
- [Attendance Roster](#)
- [Evaluation Form](#)

**Approved Instructors**  
Click here to see a list of approved Instructor/Coordinators and Subject Matter Experts

**Approved Lesson Plans**  
Click here to see a list of all approved Lesson plan by credit category and topic

**Course Notification**  
Click here to submit a CE Course Notification Form to the CE Sponsor.  
This must be done at least 10 days in advance of your planned CE course date.

A red box with the text "Scroll Down" and a downward-pointing red arrow is positioned to the right of the "Required Forms" section, pointing towards the three main content boxes.



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When submitting for approval, be sure to list the Lesson Plan Title as shown on the Lesson Plan along with the Lesson Plan #. The Lesson Plan # can be found in the footer, at the bottom right of each Lesson Plan, as shown below.

Example: i-Gel Airway Refresher #0068

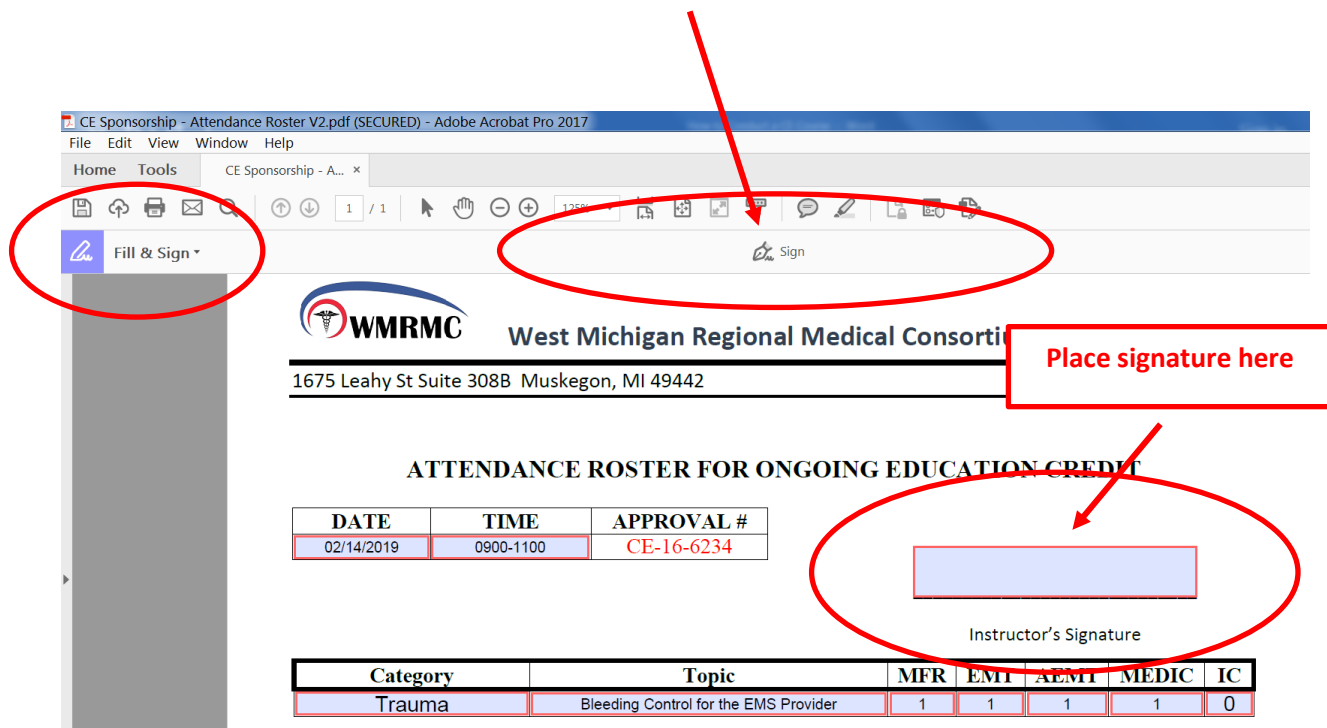
The image shows two screenshots related to a CE course. The left screenshot is the 'CE Course Notification Form' with red annotations: a red circle around the 'Lesson Plan Title' field, and a red box containing the text 'List the Lesson Plan Title AND Lesson Plan #' with an arrow pointing to the 'Lesson Plan Title' field. The right screenshot shows the details of the 'Lesson Plan: i-Gel Airway Refresher'. Red annotations include a circle around the 'Topic' and 'Specific Topic' fields, a box around the 'Format' field containing '0.5 hour Practical' and 'Lesson Plan Title', and a circle around the 'Lesson Plan #0068' in the footer with an arrow pointing to a box containing 'Lesson Plan #'.



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## Filling out the electronic fillable PDF Attendance Roster

Each field of the Attendance Roster is fillable; simply click on the box you would like to fill in and begin typing. The Instructor should also sign his/her name at the top, right of the form before submitting to the CE Sponsor. This can be done by typing your name in the fillable field, or preferably, within the Adobe document, by clicking "Tools" and selecting "Fill & Sign" under "Forms & Signatures." Then click on the bar shown below.



Place signature here

Instructor's Signature

12								
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14								
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By signing, the instructor is attesting to the accuracy of the roster.

Once completely filled out with all students signed in, attach to an email and submit to [cesponsor@gmail.com](mailto:cesponsor@gmail.com)