



CE SPONSORSHIP

COURSE POLICY

Policy:

Any Instructor wishing to participate in the CE Sponsorship Program must be approved by the CE Sponsorship agency (WMRMC) with copies of all licenses, certifications and curriculum vitae on file. Any violation of the following policy and procedures will result in disciplinary action according to discipline policy. All CE's conducted must follow lesson plans already approved through the CE Sponsorship by MDHHS.

Procedure:

To conduct any pre-approved CE training session, the requesting Instructor will:

1. Submit CE request electronically to WMRMC at least 10 days prior to CE course date by going to wrmcc.org/MCA/Muskegon/CE-Sponsorship and using the "Course Notification" function.
2. Identify the date, time and location of CE at the time of request.
3. Use the approved WMRMC CE Sponsorship attendance roster and course evaluation(s).

Upon completion of the requested CE training session the Instructor will:

1. Return all documents to WMRMC as part of the training session. This will minimally include:
 - A. Attendance Roster
 - B. Course evaluations
2. All documents must be returned no later than 3 business days following completion of the training session.

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

1. Review returned documents for completion.
2. Issue signed CHIT sheets for those who attended the training session no later than 5 business days from receipt of course completion documents.
3. All CHIT sheets will be sent to the Instructor of Record who is conducting the course for distribution.
4. Duplicate (replacement) CHIT sheets will require a \$5.00 fee payable to WMRMC before being issued. Duplicate CHIT sheets will be issued within 5 business days from receipt of request.