MICMT Approved Statewide Trainer Continuing Education Checklist v9 – for the following Standardized courses: Introduction to Team Based Care, Patient Engagement, and Palliative Care

A. Post Your Course on MICMT

Complete the MICMT Event Posting Qualtrics form located **here**

- (Or confirm who in your Organization enters the course information into this Qualtrics form)

B. Continuing Education

- Your Trainer Organization is hosting a course and using continuing education (CE) contact hours for Nursing and Social Work under MICMT's Nursing and Social Work CE applications.
- This check list provides tasks for the MICMT Approved Trainer(s) to complete. Please use this checklist to ensure adherence with the continuing education approver organization criteria.

Preparing for the Course:	Completed: Yes/No	Resource
• Identify a plan to notify learners of the ADA contact person in your organization, prior to the course.		Example of ADA statement: "If you need any accommodations or assistance to fully participate in this meeting, please contact <enter the ADA contact person for your organization>
• If using a Marketing Flyer, you must use the MICMT Marketing Flyer course template. Submit the Marketing Flyer when completing the MICMT Posting Events Qualtrics		To request the Course Marketing Flyer mbeisel@med.umich.edu or https://micmt-cares.org/contact
• In advance of the course date, inform registrants they need to create an micmt-cares.org log in account https://micmt-cares.org/		
• For in person courses, use the MICMT template for course sign in and sign out sheet. • Download the MICMT template course sign in and sign out sheet from the MICMT course trainer web page		
• For virtual live course identify a plan to take attendance at the start and end of the session.		
• Confirm the CE disclosure slide is in your course power point (access the current version from the		

micmt website, trainer materials [here](#))		
• Confirm the educational objectives and learning outcome are included in your course power point		
Day of Course		
• Take attendance at start and end of course (If learner misses > 30 minutes, do not count as "attended")		
• Present to the learners the disclosure slide and details for successful course completion: attendance, post test and evaluation		
• Present the educational objectives and learning outcome		
• Time to cover the course content must align with total number of Nursing and SW CE contact hours.		Ex. CE Nursing and SW certificate for Patient Engagement is approved for 5.5 CE contact hours. Your course must be in session for 5.5 hours (the breaks and introductions do not count a part of the 5.5 hours).
After the Course is Completed		
• Mark course attendance in MICMT website within 24 hours of course end date		
• For in person course – submit the electronic sign in and sign out sheet to MICMT		Send to: mbeisel@med.umich.edu or https://micmt-cares.org/contact
• For questions about certificates, accessing the post test and evaluation – contact https://micmt-cares.org/contact		
• Access your dashboard to view your course post test and evaluation data		The course data is available 10 days after the course date

Resources:

- BCBSM PDCM Care Team member educational requirements are located [here](#)
- As a refresher, view the Statewide Trainer Orientation slide deck located [here](#)

Questions: https://micmt-cares.org/contact