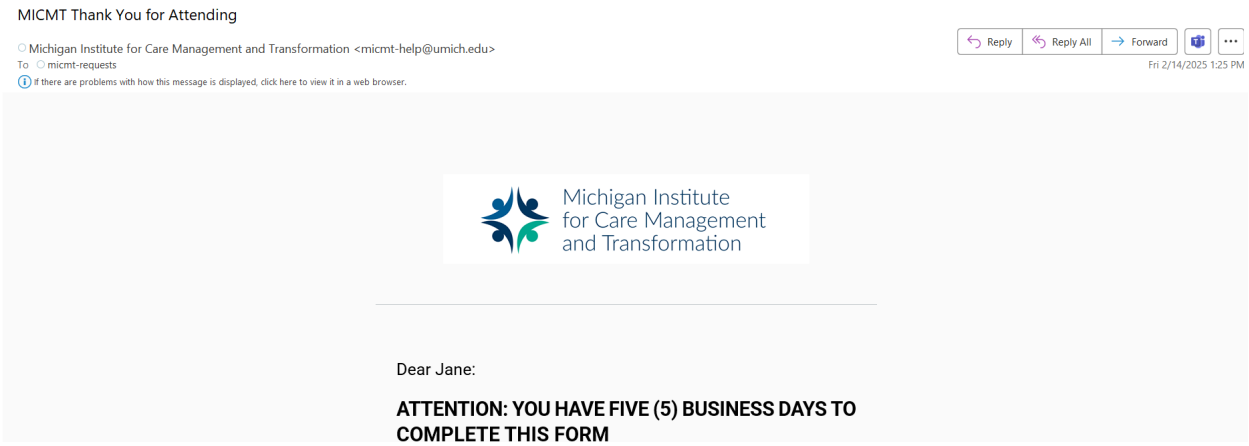
MICMT APPROVED TRAININGS: Completing the Evaluation and Post-Test

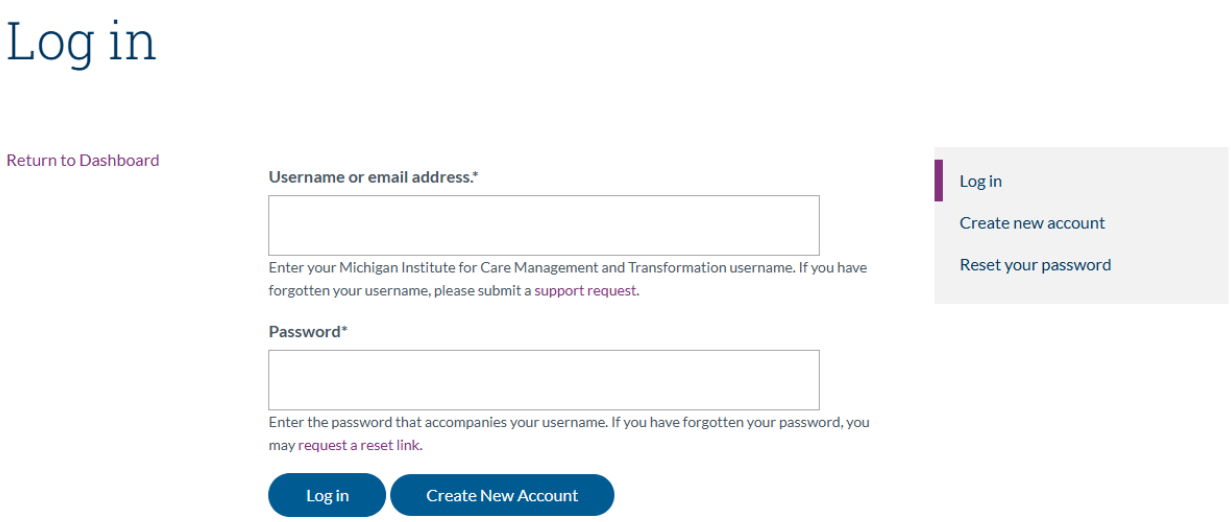
In order to receive credit (CE's, BCBSM PDCM Learning Credits) and training reimbursement dollars for eligible MICMT trainings, a learner **must complete** both the evaluation and test. If the learner does not complete both, credit and reimbursements cannot be provided.

There are two ways to complete the evaluation and post-test following the completion of the course:

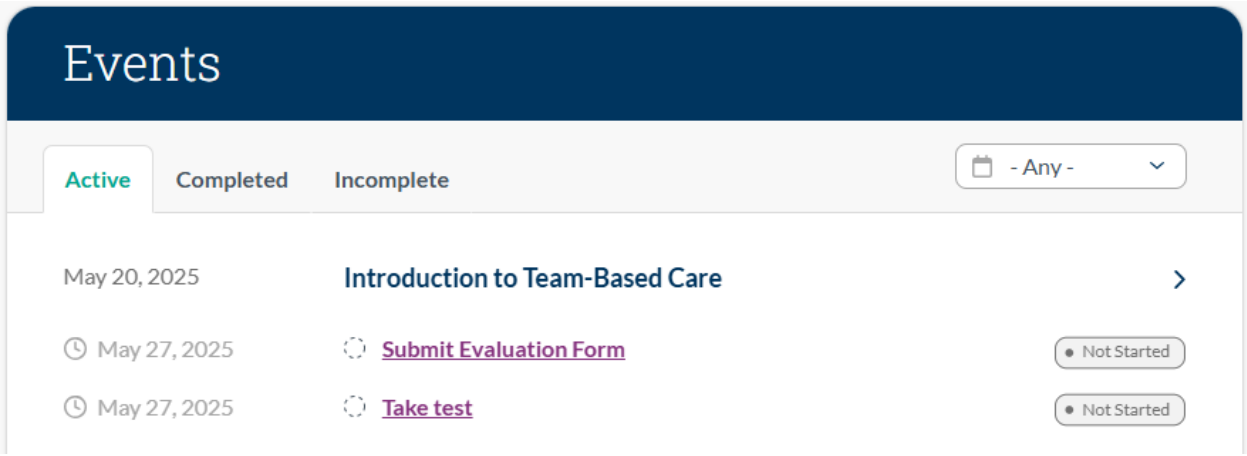
1) Learner will receive a link within 24 hours following the training. Please be sure to check junk and spam folders. Click **link** located in the e-mail.



2) Learner will be redirected to the **Evaluation**. If the learner is **not logged in**, they will be required to login:



3) If the learner is **logged in**/once logged in, they will be directed to their user dashboard to complete the **Evaluation. After the evaluation is complete, the form will advance to the Test**.



EVALUATION FORM

*Indicates required field

Thank you for attending this training course. Please take a moment to complete the evaluation.

First Name*

Jane

Last Name*

Teamwork

I attest to attending this entire session/event*

Overall, this was a high-quality event.*

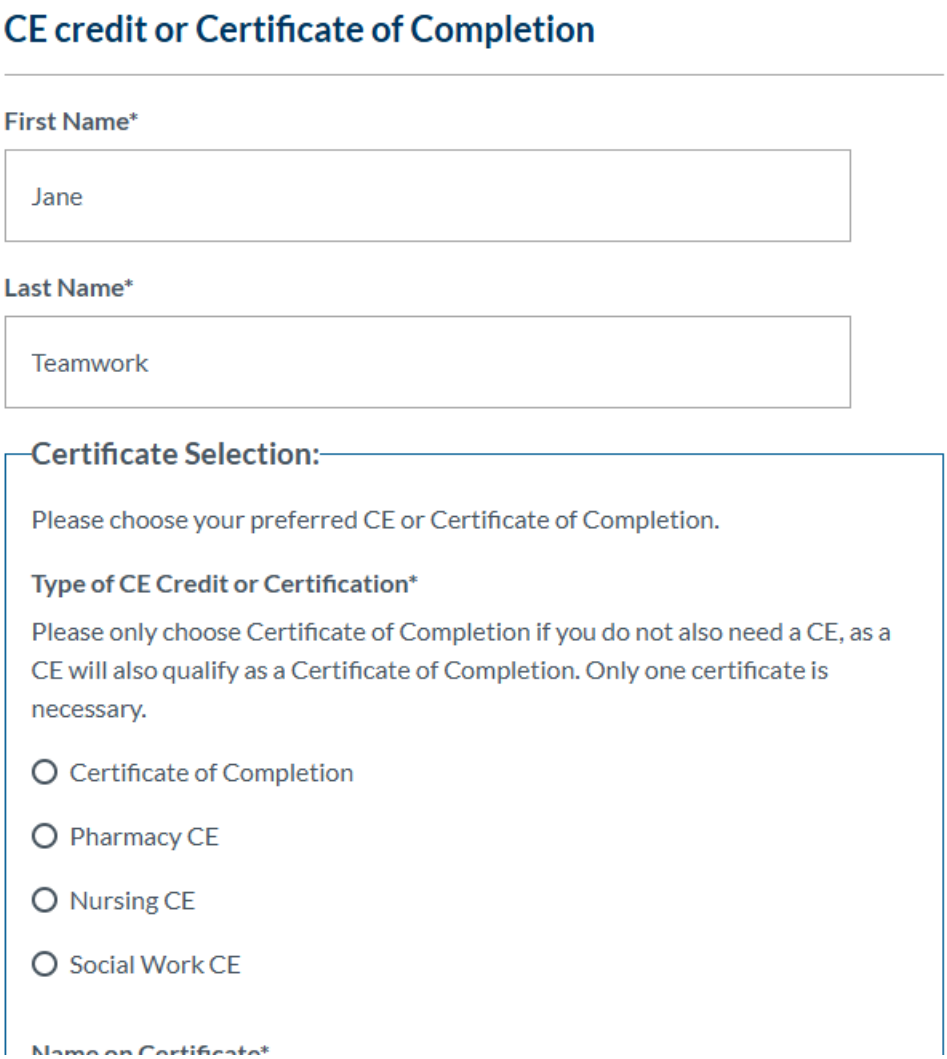
Strongly Disagree | Disagree | Neutral | Agree | Strongly Agree

The event met the learning objectives.*

Strongly Disagree | Disagree | Neutral | Agree | Strongly Agree

Submit Your Responses | Reset

4) After responses have been submitted, learners will be required to select their **CE Credit** or **Certificate of Completion**, followed by the **Test**.



5) After successful completion of both **Evaluation** and **Test**, the learner will have a certificate populate on their dashboard under the **certificates** section. If a certificate does not populate, the learner did not successfully complete the evaluation and/or test.

Tips and Tricks:

For the additional help, FAQs and updates, please visit the **MICMT Help Assistant** at **https://micmt-cares.org/help.**

1) The links aren't working. What should I do?

a. For the best user experience, please make sure you're using Google Chrome, Firefox, or Microsoft Edge.

MICMT Email Contact (Please add these email addresses to your safe sender list)

b. **Contact us at** micmt-requests@med.umich.edu or **submit a ticket** https://micmt-cares.org/contact with any questions or technical issues.

c. **Automated emails** from the website will come from micmt-help@umich.edu.

2) I am getting an "Access Denied" message when trying to complete the test.

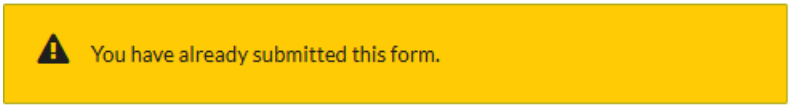
a. You will need to complete the evaluation first. If you try to take the test first, it will not allow you to.

b. Make sure you are logged into your account when you attempt to access the evaluation and test.

c. Make sure that the official end time published for the course has passed before making an attempt to complete the evaluation and post-test.

3) How do I know if I already completed the evaluation or test?

a. You will receive the following message if you try to retake the evaluation. You can retake the test multiple times.



4) How do I know if I successfully completed both?

a. You will be able to see a certificate on your dashboard.

5) I've never logged into the website before. What should I do?

a. Contact micmt-requests@med.umich.edu

6) Any questions or technical issues?

a. Contact micmt-requests@med.umich.edu