

## CE Easy Steps



## MIHP February Provider Webcast

February 18, 2016 Webcast

The Maternal Infant Health Program is pleased to announce the following continuing education opportunities.

This educational conference offers a maximum of:

1.25 contact hours for Nurses

1.00 clock hours for Social Workers

Scan the link above with your smart device or use this web address to access the survey:

<https://www.surveymonkey.com/r/MIHPFEB>

## REQUIREMENTS FOR CONTINUING EDUCATION OPPORTUNITIES &amp; CERTIFICATE OF ATTENDANCE

Register for the event in online registration system.

Online check in during the webcast for each registered individual.

Participate in 100% of the session(s) you attend and review all materials.

- Full attendance is required at the session to receive CE credits or hours for that session.

**PLEASE NOTE:** Late arrivals or early departures, from sessions, will disqualify a participant and no CE credits or hours will be awarded for that session.

Complete the event Evaluation Survey by scanning the QR code or entering the link shown above in your browser.

- The survey will open on 2/18/16 during the last session.
- The survey will close on 3/3/16 at midnight.

**Certificate of Attendance Award Process:**

- A Certificate of Attendance will be awarded to all participants that registered in the online registration system **AND** who were included in the online check in process at the beginning of the webcast. **PLEASE BE SURE THAT BOTH OF THESE STEPS WERE COMPLETED BEFORE THE END OF THE WEBCAST IN ORDER TO RECEIVE YOUR CERTIFICATE.**
- After determination that all criterion have been met, a certificate will be emailed to you.
- The certificate reconciliation process starts on 3/4/16– no certificates can be sent prior to this date.

**Continuing Education Certificate Award Process:**

- After determination that all criterion have been met, a certificate will be emailed to you.
- The certificate reconciliation process starts on 3/4/16– no certificates can be sent prior to this date.
- The certificate awarding process can take up to 45 days, after the survey closes.

**PLEASE NOTE: NO LATE FORMS WILL BE ACCEPTED. NO CREDIT WILL BE AWARDED IF ALL CRITERIA IS NOT MET.**