



Register for CME Course Activity Coordinator Training!

The Medical School has launched a new and improved online system to manage CME activities. **MiCME went live on November 1, 2018. All CME administration now takes place in the new system.**

To support CME courses (i.e., annual meetings, quarterly meetings, conferences, and symposia), we are offering two-hour training sessions monthly to help departmental staff in coordinating these activities in MiCME. You have been identified as a key user of the existing system, with responsibility for these CME activities.

How do I schedule a training session? *(Please disregard if you have already registered).*

Schedule your training as soon as possible so that you are trained *before* your first activity takes place. Completing the training will ensure your event is in MiCME and that CME credit can be claimed.

Register for a single date by clicking on the blue link below:

Wednesday, March 13, 2019, 9am - 11am, Taubman Center - [Register](#)

Thursday, April 11, 2019, 2pm - 4pm, Taubman Center - [Register](#)

Tuesday, May 7, 2019, 9am - 11am, Taubman Center - [Register](#)

Wednesday, June 12, 2019, 2pm - 4pm, Michigan House - [Register](#)

What is the training? *The MiCME Introduction for Courses* will provide an overview of the new MiCME system, including walkthroughs and examples. Training sessions will allow time for you to begin a new application or enter details about an activity already approved for CME credit (date, location, presenter, topic or lecture title, etc.). If you have these details, please bring them with you to the training session. OCME&LL and training staff will be onsite to offer assistance and answer questions.

Where can I go for more information?

[Training Materials](#) - Please review before your scheduled session.

The [OCME&LL website](#) will be updated with more information and training.

[Virtual office hours](#)

[Attendance Claiming](#)

[MiVideo](#)

Please direct any questions to OCME&LL for further assistance

OCME-LL-Support@med.umich.edu.

The Office of Continuing Medical Education and Lifelong Learning