

2021 Continuing Education Annual Learner Evaluation Process for Regularly Scheduled Series (RSSs)

It is now time for the **annual mandatory learner evaluation of accredited Regularly Scheduled Series activities**. Please review the below information.

What is Required of You as an RSS Contact

Nothing at this time!

CCEHS has added a session with a title that includes “Required Annual Evaluation” to each series. *If you receive an email indicating this session has been approved, please ignore.* **No action from you is required.** Please leave the session as-is and do **NOT** delete. You do **NOT** need to create any sessions related to the evaluation process and you do **NOT** need to provide an SMS code to learners or add participants.

Optional

You may want to alert participants of your series that an annual mandatory evaluation will be forthcoming. An announcement document is attached for convenience if you’d like to utilize it.

Overview of the Evaluation Process

- Learners will complete the evaluations through the CCEHS website: <https://cce.upmc.com>.
- An evaluation for each series a learner has participated in during 2021 will be added to the “Pending Activities” section of the learner’s account on the CCEHS site. There are separate evaluations for each activity, so learners should complete each one in their CCE account.
- Learners will receive an email from ccehs_support@upmc.edu with the subject “Signup confirmation for Session: Required Annual Evaluation_[name of series].” The email will include instructions for the learner to login to their CCE account and navigate to their “Pending Activities” to find the link to the evaluation(s). An email will be sent for each series evaluation, so learners who have participated in multiple series will receive multiple unique emails.
- Learners will receive 0.25 continuing education credits for completion of each evaluation.
- Learners will have from **November 16, 2021 – December 31, 2021** to complete the evaluation process.

Please Note

- Completion of the evaluation is **mandatory** for an activity to continue receiving continuing education credit.
- The evaluation is designed to evaluate the entire series (i.e. not a particular session).

The information we receive from the evaluations is important. The data collected is used to assess the effectiveness of our activities and to continuously improve the quality of education offered to our target audiences. Your involvement is key to the continued success and growth of our Continuing Education programming. If there are any questions or concerns, please do not hesitate to contact us.

Thank You!

The Center for Continuing Education in the Health Sciences (CCEHS)