FAQs: Live Streaming Regularly Scheduled Series

Q: Can Regularly Scheduled Series (RSS) activities utilize Zoom or another streaming platform to provide content virtually to learners?

A: Yes

Q: Do these sessions qualify for CE credit?

A: The Office of Continuing Professional Development (OCPD) will accredit these sessions as long as you follow standard RSS processes and documentation requirements. See notes below:

- **Attendance**: You will need to be able to add attendees' information to your Attendance Spreadsheet for the series. Ensure that your Zoom/other platform set up will capture and report the information you need (first name, last name, email address, and credentials) in order to include the attendance information on your Attendance Spreadsheet for your RSS. Word of caution, some users have reported that the reporting features did not satisfy their needs. If that is the case, consider an alternate mechanism to collect this information. For example, create a Google Form, Qualtrics survey, or other mechanism of your choice to collect the required sign information to ensure you have attendance information that you need. You can share a URL to your sign in form or send it by email to your learners.

- **Disclosures and Conflict of Interest Review**: The standard rules apply as it relates to disclosures. They must be collected and reviewed prior to the session in addition to the disclosure information being shared with learners prior to the session starting. Keep in mind the speaker can verbally disclose and/or note their disclosure on a slide at the beginning of their presentation.

- **Session Checklist:** enter the information regarding any virtual sessions just as you would on your in-person sessions.

Q: Can we record our RSS so learners can watch it later?

A: This is an option; however, recorded sessions are not eligible for accreditation so ensure that you communicate that clearly.

Q: Is there anything else we need to know?

A: As a best practice, consider options for how learners will be able to ask questions. Will you use the chat feature? An email? OCPD does not mandate any specific mechanism, but given a virtual RSS session is being accredited as a live activity, it would be expected that learners can ask questions of the presenter.

Q: If I still have question, who should I contact?

A: Jodi Brenden Amir is the RSS contact at jbrenden@umn.edu 612-626-2910