

**Steps to Implement a CE Seminar**

* Complete a **Scheduling Form (found on company institution page)**
* Take the **Facilitator Training** so you are aware of the “do’s and don’t’s” of presenting accredited education. Create an account or sign in at [https://www.pfiedlereducation.com/diweb/star](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.pfiedlereducation.com%2Fdiweb%2Fstart&data=04%7C01%7Cbdenholm%40pfiedler.com%7Ccd61c325ee6e4bd1399e08d8c96debe9%7Ccc1810a802614112b1ef56176e897512%7C0%7C0%7C637480821267415612%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=InDk93SQuG3MsI6oohVB3W7aDY86z9AAm3XSXnoxJgg%3D&reserved=0)t
* Note: The attendees need to complete the course online to get their credits, this is a change from the past when the printed books had registration and evaluation forms and certificates in the back. Printed forms will not longer be processed by Pfiedler. Any books that still exist with forms in the back need to have the forms removed before distributing them to attendees.

The scheduling form is available through your company institution page and lists all the programs currently active for your company. Most CE seminars are accredited for 2 contact hours.

* Pfiedler designs the CE seminars so that the presentation is 30 minutes (25% of the credit) and then the printed booklet or online PDF is an independent study that the attendees do on their own for the other 75% of the credits.
* This allows you to have time for discussion after the 30 min formal education to do a 20-30 min product demo or to present non-accredited information.
* Sometimes the reps double up and give 2 - 30 minute presentations from 2 CE seminars back to back, so those attendees get 4 credits total (but still need to launch the 2 courses separately to complete the evaluation and access their certificates).

**Here is a quick overview of the new process:**

* The attendees will need to set up a free Pfiedler account, preferably before the day of the presentation. Sample Communication is available via your company institution page.
* Rep will need to take the updated facilitator training before the event to be sure they understand the process.
* Pfiedler registrar will send unique course URL to the trainer (clinician or company Rep) once the registrar has confirmed the rep has completed the updated facilitator training.
* Rep will need to plug in the unique course URL into the PPT presentation and communicate that to the attendees. The most current PPT presentation can be found on the company institution page.
* The unique URL is only good for 2 weeks, starting on the day of the presentation– so the attendees need to be sure to use the URL to go into the course and complete the evaluation to get their certificate and their credits before the link is inactivated