

Navigating the CPE Landscape: A Roadmap for Successful Program Compliance

January 29, 2025, at 1:30 PM – 3:00 PM

I. INTRODUCTION (5 minutes)

A. Welcome

B. Housekeeping

- i. Please mute microphone.
- ii. Please type all questions in chat which will be moderated and time taken at the end of each topic to answer specific questions.
- iii. A “Live” Q & A session will be held at the end of each agenda topic. (Leon Boyer & Danny Rosa will be the moderators for the chat)

C. Overview & Agenda

- i. To provide an overview of the purpose behind and actions needed to comply with CPE. Planning future detailed Webinars on how to register training
- ii. Key topics – What is CPE, how do I comply, how do I register training in MITN, & common CPE questions/concerns

II. MAIN CONTENT (60 minutes)

A. What in the world is CPE?

- i. Location and key points of the Executive Director’s Message - [About Continuing Professional Education \(CPE\)](#).
- ii. Location and description of Frequently Asked Questions - [CPE FREQUENTLY ASKED QUESTIONS](#)

B. How do I comply with CPE requirements?

- i. Location and description of the Quick Reference Guide - [CPE-2025-27_Quick-Reference-Guide_01022024_FINAL.pdf](#).
- ii. Vendors with registered CPE courses - [Vendors Offering CPE Recognized Courses](#)
- iii. Equipment - [CPE-Equipment-Purchase-Request-Form_121724.pdf](#) (Agencies should keep good internal documentation related to all CPE expenditures)

- iv. Extension Process - [CPE-Extension-Request-Process_2025.pdf](#)
- v. Extension Request - [CPE-Extension-Request-Form_2025.pdf](#)
- vi. What isn't CPE – PA 552 & Active-Duty Firearms Standard

C. How do I register training in MITN for CPE credit?

- i. Your Agency must be a registered training provider in MITN - [Microsoft Word - MITN User Agency Agreement_04-18.docx](#)
- ii. Individual MITN Operators - [Microsoft Word - MITN Operator Agreement.doc](#)
- iii. Complete MITN Operator Training - [MITN Operator Training - MI-TRAIN - an affiliate of the TRAIN Learning Network powered by the Public Health Foundation](#)
- iv. Follow guidelines for registering courses - [Registering In-Service Training Courses in MITN](#)
- v. Common trouble spots when submitting training for MITN registration
 - a. Learning Objectives
 - b. Course Outline
 - c. Completion Requirements
 - d. Contact Information
 - e. Instructor Qualifications

D. Common CPE topics/concerns.

- i. **“I emailed a week ago and I still haven't heard back.”**
 - a. If you haven't heard back, please know I am working through emails. I'd encourage your agency to review the CPE dedicated webpage to determine if your question has been answered through one of our resource documents.
- ii. **“My training class hasn't been registered in MITN!”**
 - a. We (MCOLES) haven't reviewed, accepted, and registered your class yet (it is still sitting in WebAccept).
 - b. We (MCOLES) have reviewed your class, but there is missing, or incorrect information AND you didn't provide Contact Information (email / phone number) for us to contact you about same.
 - c. We (MCOLES) did register your class in MITN, the system doesn't currently notify you of your registration (we are looking at the possibility of adding same). Currently, you will only be notified if there is an issue that needs to be resolved. You must go into MITN and

check the status of your class: “Submitted” = has not been registered & “Initial Registration” has been registered.

iii. **“I took a training class, and it isn’t showing up on my MITN training record!”**

- a. Class was never registered in MITN by offering entity (agency/3rd party vendor).
- b. Class was registered, but offering entity (agency/3rd party vendor) hasn’t entered a completion roster for the session you attended.

iv. **“I took training, and it isn’t showing up as CPE on my training record!”**

- a. Training was registered prior to CPE initiation (June 2024): needs to be reviewed for compliance and have CPE box checked. If not compliant, registering entity can provide missing or updated information to MCOLES for inclusion and CPE designation.
- b. Registering entity didn’t request the CPE designation.

III. LIVE Q&A (10-15 minutes)

A. Open forum

IV. Conclusion (5-10 minutes)

A. Contact information

B. Thank you for attending!