

# Mayo School of Continuing Medical Education (MSCME)

## Registering for Academic Career Development Workshops

- Pre-registration is required for each workshop. At this time, we cannot accommodate on-site registration.
- Each workshop has a \$170 registration fee and your department will be charged separately for each workshop that you attend.
- The registration process is the same for all three Mayo sites.
- Secretaries can register for physicians or others who might attend the workshops. Please use a username and password that both people will remember. If you register for someone else, make sure the registration is in their name.
- Contact the CME registrars at 507-284-2509 or [cme@mayo.edu](mailto:cme@mayo.edu) if you have any additional questions.

## Workshop Registration Fees

- For all participants except Nurses and MSHS instructors, workshop registration requires a **Company/PAU** number (format: 111/000000) to charge the registration fee. Your department has the appropriate Company and PAU to use for education. See Figure 1 for an example.
- For Nurses and MSHS instructors, you'll need to enter one of the following codes for your registration:
  - Health Sciences:* Enter the code **MSHS** in the appropriate text box. See Figure 2 below.
  - Nurses:* Enter the word **Nursing** in the appropriate text box. See Figure 2 below.
- The registration fee is transferred to the Mayo School of Continuing Medical Education after the workshop. You do not need to do anything.

## Register Online at the MSCME website (Intranet only)

- Online registration closes four days before the workshop date. After this date, you will need to call the CME Registrars.
- The online registration link (Register Now) is placed under each workshop description at the Mayo School of Continuing Medical Education (MSCME) intranet <http://mayoweb.mayo.edu/cme/faculty-development.html>
  - Note:** Faculty Development courses are NOT listed in the course catalog on the MSCME website <http://www.mayo.edu/cme>
- You need to create a User Profile if this is the first time you have registered online for a CME course.
- On the Registration page Session grid, select a site location where you will attend the workshop (Rochester, Jacksonville, Scottsdale).

## Create a User Profile

- The first time you register you will need to complete a User Profile. For access, you can choose any username and password that you prefer. An email with username and password is sent to you as a reference for future use.
- If you want nursing credit, you must select **ANCC** as an additional credit type. The default credit type is *AMA PRA Category 1 Credit(s)*™ for physicians. See Figure 3 below for an example.
- Mayo staff should select *I am a Mayo Employee*. You must **use the Look Up feature** to select your location as a Company (see Figure 4 below). For example, you could enter *Mayo* to search the main campus sites or the name of another location such as *Franciscan Skemp*.

**Note:** If this step is not completed, you will receive an online invoice to pay by credit card.

## Cancel a Registration

If you register but do not attend a workshop (NO SHOW), your department is charged the full registration fee (\$170). Please contact the CME registrars at 507-284-2509 to cancel your registration.

Figure 1 – Entering Company and PAU accounting information

**Academic Career Development Workshops: Designing and Evaluating Scholarly Educational Projects**

Location: Gonda 2-101, Rochester, MN telecast to 300E10Davis in Jacksonville and Scottsdale  
 Date: 2/19/2008 to 2/19/2008  
 Your Address: 200 First Street SW, Rochester, MN 55905

The dollar amount reflects any applicable discount.  
 Registration Type: Course Registration Fee: \$170.00

Meeting Start Date: 2/19/2008 Meeting End Date: 2/19/2008

How did you hear about this meeting? E-mail Announcement

\* Company and PAU Additional Info: 900/90909

Additional Information, to Change or Cancel Your Registration:  
 MSCME in Rochester, MN  
 (800) 323-2688  
 (507) 284-2509  
 Fax: (507) 284-0532  
 E-mail: cme@mayo.edu

**Course Session and Activity Options**  
 Please review and register for the sessions and activities that are of interest to you. Note the Date and Time of each activity, as some may run concurrently.

Session	Date	Start Time	End Time	Availability	Cost	Register	Quantity
I will attend in Jacksonville	2/19/2008	N/A	N/A	Open	Included	<input type="checkbox"/>	1
I will attend in Rochester	2/19/2008	9:00 AM	12:00 PM	Open	Included	<input type="checkbox"/>	1
General Session	2/19/2008	9:00 AM	12:00 PM	Open	Included	<input checked="" type="checkbox"/>	1
I will attend in Scottsdale	2/19/2008	N/A	N/A	Open	Included	<input type="checkbox"/>	1

Buttons: Continue, Quit / Return to MSCME Course Catalog

Figure 2 – Using special codes for Nurses and MSHS instructors

**Academic Career Development Workshops: Designing and Evaluating Scholarly Educational Projects**

Location: Gonda 2-101, Rochester, MN telecast to 300E10Davis in Jacksonville and Scottsdale  
 Date: 2/19/2008 to 2/19/2008  
 Your Address: 200 First Street SW, Rochester, MN 55905

The dollar amount reflects any applicable discount.  
 Registration Type: Course Registration Fee: \$170.00

Meeting Start Date: 2/19/2008 Meeting End Date: 2/19/2008

How did you hear about this meeting? E-mail Announcement

\* Company and PAU Additional Info: MSHS

Additional Information, to Change or Cancel Your Registration:  
 MSCME in Rochester, MN  
 (800) 323-2688  
 (507) 284-2509  
 Fax: (507) 284-0532  
 E-mail: cme@mayo.edu

**Course Session and Activity Options**  
 Please review and register for the sessions and activities that are of interest to you. Note the Date and Time of each activity, as some may run concurrently.

Session	Date	Start Time	End Time	Availability	Cost	Register	Quantity
I will attend in Jacksonville	2/19/2008	N/A	N/A	Open	Included	<input type="checkbox"/>	1
I will attend in Rochester	2/19/2008	9:00 AM	12:00 PM	Open	Included	<input type="checkbox"/>	1
General Session	2/19/2008	9:00 AM	12:00 PM	Open	Included	<input checked="" type="checkbox"/>	1
I will attend in Scottsdale	2/19/2008	N/A	N/A	Open	Included	<input type="checkbox"/>	1

Buttons: Continue, Quit / Return to MSCME Course Catalog

Figure 3 – Selecting ANCC credit for Nurses

\* Last Name  Degree

Suffix (ex. II, Jr., Sr.)  Special Needs

Select all credit types that pertain to your licensure and/or certification and click Add New Credit Type. The credit types that apply to the course (see course brochure) will be accurately reflected on the CME Certificate.

ANCC - American Nurses Credentialing Center

Credit Type

Figure 4 – Selecting a Company Name to avoid credit card charges

Meetings - Windows Internet Explorer

https://gms01.gomembers.com/clients/A-major/etak/WebApp/PersonProfile.aspx

User Name  Password  Re-Type Password

**Step 3 of 5 Company Information**

Company Lookup allows you to search our database for your company demographics.

Please choose one of the following:

- I am a Mayo employee. Please select your site by clicking the 'Mayo Companies Link'. [Mayo Companies Link](#)
- I am employed by another company. Please select your company by clicking the 'Other' link. If your company is not listed, enter your company name in the box below.
- I am not associated with a company (i.e. retired). Please proceed to the next step.

Company

**Step 4 of 5 Address Information**

For course correspondence please enter your primary company address. If your company is not listed, please enter your home address.

Please Enter your primary company address.  Check here if this is an internet address.

\* Address Line 1

Company Addresses

**Mayo Companies Lookup**

Please enter search keyword in the box below and click "Search" button to begin your search. Do not use abbreviations.

Mayo

Company Name
Select: Mayo Arrowhead - 20199 North 75th Avenue - Glendale, AZ
Select: Mayo Cancer Center - Albert Lea - 404 W Fountain St - Albert Lea, MN
Select: Mayo Center for Women's Health - 13737 North 92nd Street - Scottsdale, AZ
Select: Mayo Clinic Jacksonville - 4500 San Pablo Road - Jacksonville, FL
Select: Mayo Clinic Rochester - 200 First Street SW - Rochester, MN
Select: Mayo Clinic Scottsdale - 13400 East Shea Boulevard - Scottsdale, AZ
Select: Mayo Health System

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