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To: "RSS_ADMIN_COP-request@LISTSRV.UCSF.EDU" <RSS_ADMIN_COP-request@LISTSRV.UCSF.EDU>

Subject: Exciting and Time-Sensitive News: We are transitioning to a new CE Portal! RSS applications may be affected.

Dear Series Colleagues,

On behalf of the Office of CME, I am writing with the first in a series of announcements to kick off our transition away from the current HighMarks CE portal and introduce the CloudCME CE portal. CloudCME is a powerful system designed to make your continuing education experience faster, easier, and more personalized. The CloudCME Portal will begin accepting credit request applications this summer. If you are not already approved to offer credit in Fiscal Year 2026, you may want to learn the new Activity Management process before learning the new application process by submitting your credit request renewal application shortly. Please see below for more details.

1. TIME SENSITIVE: Credit Request Application Cutoff Date: May 12th

Credit request applications cannot be mapped from the existing (High Marks) CE Portal to the new (CloudCME) CE Portal. As a result, we will need your assistance to complete a timely approval process for all applications by early June.

Please note: *Because the approval process normally takes weeks, timely responses to application feedback will be critical. Applications not submitted prior to May 12th will need to be created in the CloudCME CE Portal instead of the existing HighMarks CE Portal.*

2. All RSS Must Manage their FY26 session in the new (CloudCME) CE Portal

All programs that end after December 2025, i.e., *all FY26 RSS programs*, must manage their Activities in the new, CloudCME CE Portal because the existing (HighMarks) CE Portal data will be deleted early in 2026.

3. Late June/ Early July Launch

You can anticipate:

- Centralization of registration, application, marketing, certificates of credit, and compliance documentation.
- User-friendly disclosure and credit-claiming process
- Reminders and online workflows
- Improved tracking and registration reporting tools
- Single Sign-on access for UCSF faculty and staff

4. Making a July 2025 copy of most recently approved credit request applications is recommended

Credit request applications will not transfer to the CloudCME Portal. Since there won't be any applications in the CloudCME Portal for programs that are approved before data is transferred to the new CE Portal in June, it is strongly recommended that in July 2025, you save a pdf of your most recently approved applications to refer to in the next renewal process.

In Summary

Take proactive steps now to get your application in before May 12th and, in July, download a pdf of your most recently approved credit request applications. The applications should be saved to a central location where your team has access. You can anticipate additional communication about training resources, process changes, and frequently asked questions in the coming weeks. Thank you for your patience as we do our best to develop tools to facilitate a smooth transition. We appreciate your partnership and look forward to sharing more updates soon.

Best,

-Stacey

Stacey Samuels, MA