



Welcome: RSS Coordinator Training

Dr. Annette Mallory Donawa
Associate Provost, OCPD

Jennifer Turner, CM
Education Program Specialist, OCPD

September 16, 2026
11:00 AM

Agenda - September 16, 2026

Icebreaker

RSS Training Schedule

Wednesday Office Hours

Accreditation
Billing Cycle

RSS Coordinator Essential
Steps

Coordinator Survey Results

Milestones

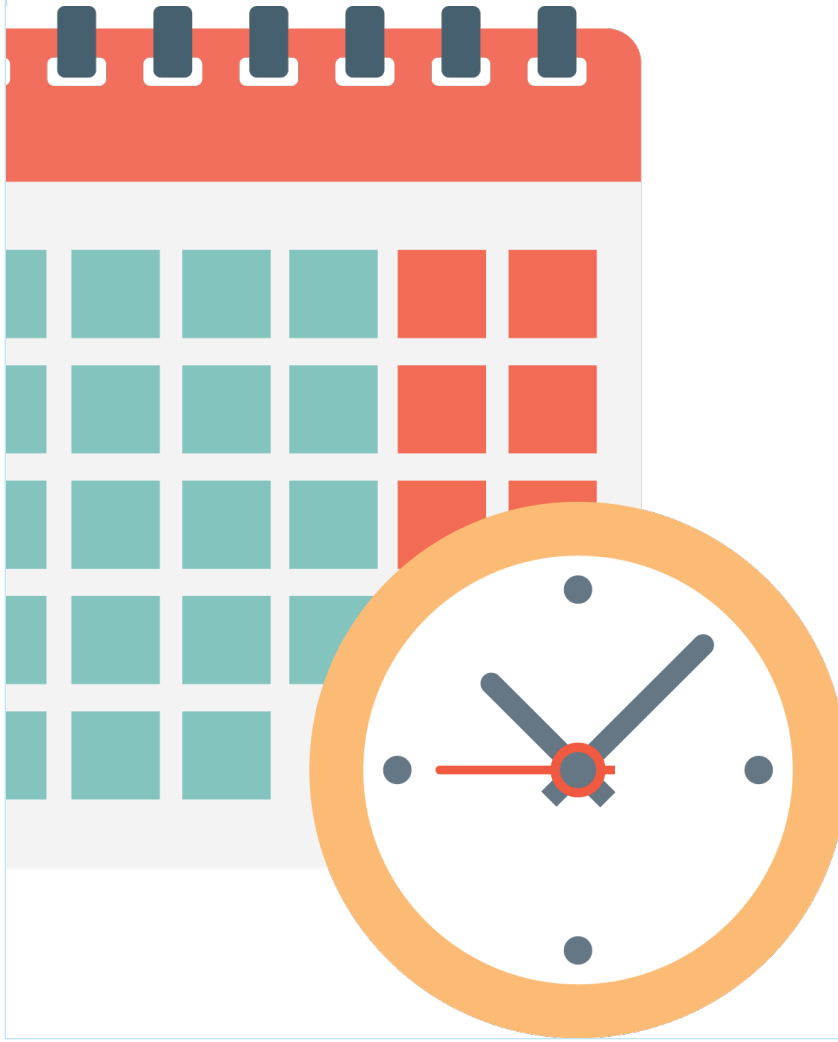
ICE BREAKER?



What are you looking forward to this Fall?

OCPD RSS Coordinator Training

11:00 am - 12:00 pm



FY 27 Training Dates:

September 16

November 12

December 10 (Compliance Training: Course Directors invited)

February 24, 2027

April 14, 2027

June 9, 2027

Bi-weekly office hours:

August 5 & 19

September 2 & 23

October 14 & 28

November 11 & 25

Bi-weekly RSS Office Hours

Purpose of these Sessions

- **Proactive communication**
- **Address challenges and identify solutions early**
- Elevating quality through **ongoing connection**
- **Wednesday's Bi-weekly**
- 🕒 10:00 AM – 10:45 AM
- Join Microsoft Teams

Meeting ID: 283 149 006 353 7

Passcode: cK2T8Xh3

- **Next date: September 23rd**



Accreditation Billing and Invoicing



Invoicing Cycle: July – September 2026



Current Workday number and form of payment will be used



Notify us of any updates or changes in advances



RSS Coordinator Role and Responsibilities

RSS Coordinator Essential Steps

-  Timeline - Plan Ahead: Two-Week Session Approval Timeline
-  Presenters - Add Presenters & Verify Current Disclosures
-  Disclosures - Review & Display Financial Relationship Disclosures
-  Approval - Verify Session Approval Before Sharing Attendance
-  Child ID / QR Code - Access Share the Child ID or QR Code with Learners
-  Attendance - Attendance Claim Deadlines & No-Retroactive Credit Policy
-  Common Errors - Common Session Errors to Avoid



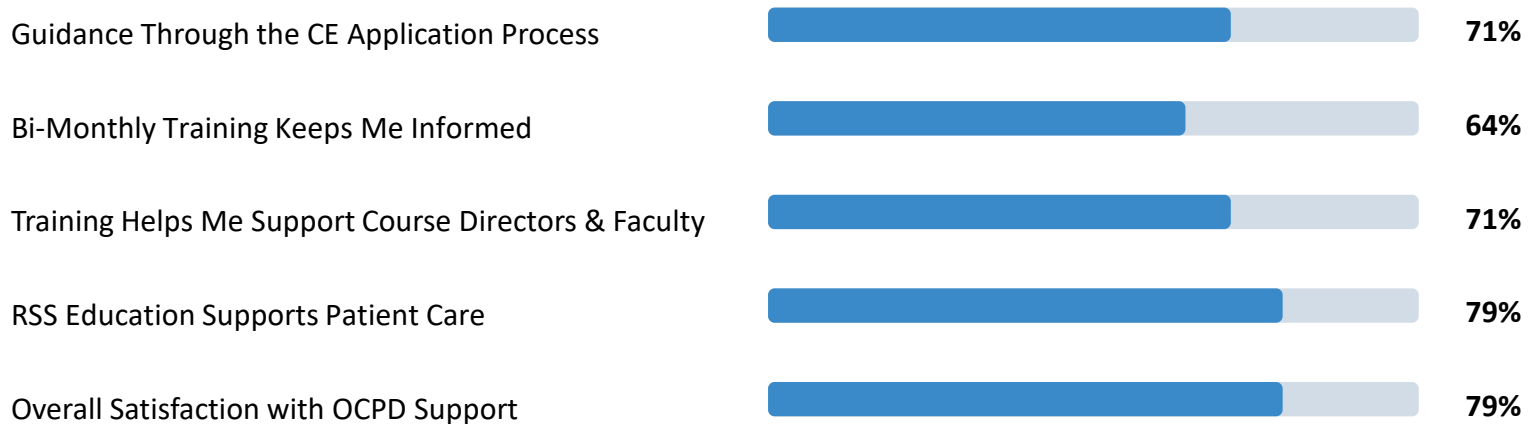
RSS Coordinator Survey Results



RSS Coordinator Feedback

2026 RSS Department Coordinator Survey Results

Results demonstrate coordinators strongly agree/agree with the following:



- ✓ Coordinators feel supported throughout the CE application process.
- ✓ Ongoing training increases confidence in managing RSS activities.
- ✓ Overall satisfaction with OCPD support remains high.

RSS Milestones and Timeline

Key Activities Throughout the Year

-  **April - July** – RSS Renewals
-  **August – Department** Survey distributed (results shared at November meeting)
-  **July – September** – Accreditation Billing/Invoicing
-  **December**
 1. Annual RSS Qualtrics Survey (aggregate data)
 2. Annual Compliance Training (Dec. 10th)

RSS Milestones and Timeline



Questions?

