

## Attend Asthma or Diabetes Conference/CE Event Checklist

### Project Goal:

Attend the Asthma Educator Review Course, Big Sky Pulmonary Conference, Diabetes Conference, or another asthma or diabetes related continuing education event to receive asthma or diabetes continuing education.

### Project Steps:

1. Review information on upcoming continuing education events.

#### Asthma

Visit [dphhs.mt.gov/publichealth/asthma/continuingeducation](https://dphhs.mt.gov/publichealth/asthma/continuingeducation) for information about the Asthma Educator (AE-C) Review Courses and Big Sky Pulmonary Conference. Contact the Montana Asthma Control Program at [asthmainfo@mt.gov](mailto:asthmainfo@mt.gov) for additional information. Other CE events will be approved on a case by case basis.

#### Diabetes

Visit <https://dphhs.mt.gov/publichealth/diabetes/advisorycoalition> for information about the annual Montana Diabetes Professional Conference. Other CE events will be approved on a case by case basis.

2. After reviewing the information for the various continuing education options, choose one of the events that you would like to attend. Notify the School Health Program of your decision by email or phone, [schoolhealth@mt.gov](mailto:schoolhealth@mt.gov) or 406-444-4592.
3. After receiving your notification, the MACP will waive your registration fee and provide you instructions on how to register as DPHHS staff, at which point you can sign up for the desired event.
4. Make reservations and travel arrangements to attend your selected event(s).
5. Track the sessions that you attend at your selected event. You will answer questions about the event on the outcome report form.
6. Complete conference evaluations as requested.

### Report Results:

Complete the outcomes report form and return it to the [School Health Program](#) by May 31st of the school year in which the grant is received. Email, fax, or mail outcome report forms to the School Health Program using the contact information provided on the form.

### For More Information:

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