

CRS/Advanced CRS Frequently Asked Questions

General Class Questions:

Are the classes recorded?

No. We do not have the capability/resources to record classes.

Are the classes offered virtually?

Currently, all classes are offered virtually. In Workday, it may state in-person and virtual to allow us to do either format in the future.

Do I need to register in Workday?

You do not need to register in Workday unless you want to have a class on your training record. We record attendance from the Zoom attendance page. If you register for a class in Workday and afterward it says no attendance, then you were not listed on the Zoom attendance log.

How do I find the Zoom link/slides?

The slides and Zoom link are emailed 1-3 days prior to a class.

Can you tell me what classes I have taken?

You should be tracking your own classes. Please use our checklists provided. If you are trying to maintain certification, track your classes however you like. We do not have the manpower to keep doing this.

Do I have to start over if I do not get my certification in one year?

No. It is expected to take 2-3 years to complete.

When do I need to start the 6 elective hours to maintain my certification?

We go by year of certification. There are too many participants to go by individual dates. Maintaining certification hours will start the following January. Example: Passed exam on 4/23/23. You can begin your maintaining hours in January of 2024.

What about hours in December?

We do not track hours in December. We will have the awards ceremony in December.

Where is the CRS exam?

You will be emailed when you are eligible to take the exam and where to find it. Do not take the exam before confirming you have met all the requirements. **You must email proof of the exam completion.**

What should I do if my email address changes?

If your email address changes, please notify Jennifer McCluskey and Tracie Wilson. If you are leaving UAMS or ACH, then you no longer will be a participant in the program. This is an internal certification only. Example: UAMS employee takes a job at ACH. Notify us of the new email address.

Hours Questions:

Who to contact about my hours?

Tracie Wilson is your first contact and Jennifer McCluskey is your second. Email proof attended outside classes and exam completed to get credit.

When will I get credit for a class?

If you registered for a class, attendance will be entered within 2 weeks in Workday. It may take 2 weeks to track your hours on our spreadsheet. You will receive an email once you are eligible for the exam or have met the hours to maintain certification for that year.

Please do NOT email immediately after a class stating you have met all hours. The hours are completed manually and it takes time with 400+ participants in the program.

I attended a class why didn't I get credit for it?

To get credit for attending a class you must attend most of the class. Zoom tracks how many minutes you are logged onto a class. Also, we need your first and last name to give you credit for attending. If you need to join by phone or can't change your login name please email Tracie Wilson after the class with your information to get credit.

Where else can I get hours?

- Advarra

Watching recent Advarra webinars on demand will give you a certificate of attendance that can be forward to Tracie Wilson for credit.

[Webinars - Advarra](#)

- IRB blogs

Go to UAMS LearnOn Demand, login, and search for IRB blogs. You will need to email your completion for credit.

What should I do if I share a computer with someone during a class?

In order to get credit, you should email Tracie Wilson or Jennifer McCluskey prior to a class or during a class if you are sharing a computer with someone else.