

## 2021 Peer Review | Rolling Registration Guide

Thank you for your interest in the Midwest Regional Children's Advocacy Center's National Peer Review Program. Here are some tips to guide you through the registration process.

### Where do I go to register?

Visit [mrcac.tfaforms.net/f/PRroll](http://mrcac.tfaforms.net/f/PRroll) to register for the 2021 Peer Review Program (January 1-December 31, 2021). Returning participants will also receive a customized link via email to abbreviate the registration process. **Regular registration closed on October 19, 2020. Sites who register after this deadline will have more limited session options and may not have the opportunity to present.**

### What information will I need to provide?

- Basic organization information (name, location)
- Primary contact: This is the main point of contact regarding your site's participation in peer review and is responsible for forwarding all links and other communication to team members.
- Type(s) of peer review you want to join: See the next page for the peer review types.
- Recurring participation date/time: See the next page for the available sessions. Please note that regular attendance during your chosen session is expected and contributes to an improved educational experience for you and your fellow participants.
- Participant information: For Medical and SANE peer review, you'll need to provide the name, email address, and credentials (DO, MD, NP, PA, RN, SANE-A, SANE-P, NA, Other) of individuals who will be participating from your site.
- *Forensic Interview Peer Review Types Only*
  - Number of presentation slots: Each site is required to present at least once in each annual rotation, and sites with multiple interviewers who need to be peer reviewed may request a second presentation slot. If you require more than two slots, please indicate the number and we will try to accommodate your request.
  - System used for recording/storing video files: V2Advocate, iRecord, Xact Vision, etc.
  - Format of video files: mp4, wmv, avi, mov, Windows Media Player

### How will I pay the \$150 registration fee for my site?

Payment is collected at the end of the registration form. Credit cards payments are preferred and are processed through PayPal. If you don't already have them, you will be prompted to establish a (free) PayPal username and password in order to process your credit card payment.

If you must pay by check, please follow the instructions below.

1. Make check out to: Children's Healthcare
2. Input in memo line: STPL/140101/91035. If your organization name is different than the account name on the check, please add your organization name in the memo line as well.

3. Send checks to:

Midwest Regional Children's Advocacy Center  
Attn: Children's Minnesota Midwest Children's Resource Center  
347 N Smith Ave Ste 70-401  
St. Paul, MN 55102

**For your reference:**

W9: [bit.ly/2Se3b8X](http://bit.ly/2Se3b8X)

Invoice: [bit.ly/2SSd4cl](http://bit.ly/2SSd4cl)



### When will peer review sessions take place?

The schedule for peer review calls for 2021 is below. As part of the registration process, you will be asked to select a date/time that will work best for you on a recurring basis for the full year. Every effort will be made to accommodate your first choice, but please have alternate choices in mind when you register.

#### **Medical Peer Review**

1st Wednesday 1-2 Central  
1st Thursday 1-2 Central  
3rd Wednesday 1-2 Central  
3rd Friday 9-10 Central

#### **SANE Peer Review**

2nd Wednesday 11-12 Central  
2nd Wednesday 1-2 Central

#### **Interviewing Individuals with Disabilities**

April 15, 2021  
August 19, 2021  
December 16, 2021

#### **Spanish-Speaking Forensic Interview Peer Review**

3rd Wednesday 1-2:30 Central  
3rd Thursday 10-11:30 Central

#### **Forensic Interview Peer Review**

1st Tuesday 10-11:30 Central  
1st Tuesday 1-2:30 Central  
1st Wednesday 9-10:30 Central  
1st Wednesday 11-12:30 Central  
1st Wednesday 1-2:30 Central  
1st Thursday 9-10:30 Central  
1st Thursday 1-2:30 pm Central  
2nd Tuesday 10-11:30 Central  
2nd Tuesday 2-3:30 Central  
2nd Wednesday 9-10:30 Central  
2nd Wednesday 11-12:30 Central  
2nd Wednesday 2:30-4 Central  
2nd Thursday 9-10:30 Central  
2nd Thursday 1-2:30 Central  
3rd Tuesday 10-11:30 Central  
3rd Tuesday 2-3:30 Central  
3rd Wednesday 9-10:30 Central  
3rd Wednesday 11-12:30 Central  
4th Tuesday 9-10:30 Central  
4th Tuesday 11-12:30 Central  
4th Tuesday 1-2:30 Central  
4th Wednesday 10-11:30 Central  
4th Wednesday 1-2:30 Central

### Who can I contact for help?

If you have any questions about the application, please contact Kim Martinez, Program Manager, Medical Academy & Peer Review, at [kim.martinez@childrensmn.org](mailto:kim.martinez@childrensmn.org) or 612-759-9344.

For questions specific to registration payment, please contact Kia Kehrer, Program Coordinator, at [kia.kehrer@childrensmn.org](mailto:kia.kehrer@childrensmn.org) or 651-895-7115.