

## 2025 Peer Review | Registration Guide

Thank you for your interest in 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 <https://mrcac.tfaforms.net/f/2025PR> to register for the 2025 Peer Review Program (January 1-December 31, 2025). **Registration closes on October 11, 2024.** Closing the registration by this date allows us to have the necessary times to assign you to your core communities and ensure you have your requested number of opportunities to present cases.

### 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, please be prepared to provide the first name, last name, and email address of the individuals who will be participating. This will help us balance core community membership.
- *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.

### 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 and on the following page.

1. Make check out to: Children's Healthcare
2. Input in memo line: **STPL/140101/91038**. If your organization name is different than the account name on the check, please add your organization name in the memo line also.
3. For your reference, our W9 is located [bit.ly/mrcac-w9-2023](http://bit.ly/mrcac-w9-2023), and the invoice is available at <https://www.mrcac.org/wp-content/uploads/2024/09/PR2025Invoice.pdf>.
4. 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



**When will peer review sessions take place?**

The schedule for peer review calls for 2025 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. It is the expectation that your center will participate in this program for the entire year and that your site will participate in your selected session/core community *except for extenuating circumstances* to ensure enough sites and fruitful conversation during peer review.

**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**

3<sup>rd</sup> Thursday 1-2:30 Central

**Spanish-Speaking Forensic Interview Peer Review**

3rd Wednesday 2:30-4 Central  
3rd Thursday 10-11:30 Central

**Who can I contact for help?**

If you have any questions about the application, please contact Maggie Larson, Peer Review Program Coordinator, at [maggie.larson@childrensmn.org](mailto:maggie.larson@childrensmn.org) or 612-730-2299.

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

**TIP:** To ensure you receive all our programming updates, please add the following email addresses to your safe senders list.

- [noreply@salesforce.com](mailto:noreply@salesforce.com)
- [mrcacoutreachcoordinator@gmail.com](mailto:mrcacoutreachcoordinator@gmail.com)

Help sheet found here for Outlook and Gmail:  
<https://bit.ly/mrcac-safesend>

**Forensic Interview Peer Review**

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