Attendance Policy

- Participants will register via web-based platform, which will capture demographic information and assign a unique identifier to the participant – this identifier will be incorporated into the confirmation email link provided.

- On the day of the webcast, participants will log in using their unique identifier. This will capture the time of login and logout of the registered participant.

- After completion of the webcast, a report is generated which lists all attendees and how long the participant remained logged in viewing the presentation.

- All individuals will also be required to complete the post-test, with a minimum score of 70%. Once completed successfully, a certificate will be generated with the participant's name and the date for download by the learning management system.

- Although each participant is encouraged to register separately so that the above data may be captured, occasionally an organization will view as a group. In such instances, if CEUs are desired, then a signature list will be obtained to confirm attendees. All individuals will also be required to complete the post-test, with a minimum score of 70%. The list and post-tests will be scanned and maintained in the program's electronic file. Only then will certificates be generated for participants.