

## **WEBINAR COURSE APPROVAL REQUIREMENTS:**

- If the delivery method for a course is through a webinar, the webinar shall be delivered to operators in a live setting. Webinars that are pre-recorded or videotaped for future contact hour credit shall not be approved.
- Webinars shall be approved only for the host site location listed on the Application for Course Approval.
- Facilitators shall be required for any pre-approved webinar. The facilitator shall verify all participants meet the 100% attendance requirement and shall be present throughout the entire training event to monitor student participation. A facilitator shall not receive credit for the course unless another approved facilitator, who is also in attendance, verifies it.
- Webinars shall have adequate technical support and/or help available, and clearly indicate contact information for operators requiring assistance.
- Webinars shall include interactivity for participants. Scrolling or clicking “next page” does not constitute interactivity. (i.e. interactive chat options, intermittent polling questions, feedback evaluations)
- Organizations/training providers shall provide the webinar URL and instructions for connecting to the webinar to the appropriate Operator Certification staff.
- Contact hour credit shall only be issued to those who participate in the webinar in its entirety. The application for approval shall include details regarding how attendance will be monitored, tracked, and reported.

These requirements are in addition to the requirements specified for course approval on the Application for PGH/CE Approval.

---

### **1. Is the webinar for which you are seeking approval a live training event?**

Yes – Continue with Question 2.

No – Webinar cannot be approved.

### **2. Location of Host Site: \_\_\_\_\_** *\*If webinar is approved, it is only approved for this host site.*

### **3. Do you have a facilitator(s) assigned for this training event?**

Yes – Continue to next question.

No – Webinar cannot be approved. Proctors are required.

### **4. Who will be facilitating this training event? \_\_\_\_\_**

*\* Facilitators must verify all participants meet the 100% attendance requirement and must be present throughout the training event. A facilitator may not receive credit for the course unless another approved facilitator, also in attendance, verifies it.*

### **5. Please provide the web address for access to the training event.**

### **6. Please provide any other dial-in information or log-in credentials required to access the webinar?**

### **7. Credit should only be issued to participants who participate in the webinar in its entirety.**

Please describe the method(s) in place to ensure participants have met the 100% attendance requirement necessary to be issued a certificate of completion: