



NCIHC Home for Trainers Webinar Policies (effective as of 4/15/2024)

This document describes the policies related to the NCIHC’s Home for Trainers webinar series. It addresses the following: continuing education notices, certificates of attendance, cancelations, and recording approval. Enforcement and modification of the policies are at the discretion of the Home for Trainers Webinar Work Group under the direction of the Standards and Training Committee and as delegated by the NCIHC Board of Directors.

Continuing Education Approval Notices

If a **webinar is approved** for continuing education credits, the notification will be posted along with the other information about the webinar.

If a **webinar is not approved** for continuing education credits, no notification will be posted along with the other information about the webinar.

If a **webinar is pending approval** for continuing education, the notification “pending approval” will be posted along with the other information about the webinar and updated according to the “approved” or “not approved” notifications as described above.

Certificates for Individuals Who Attend Live Webinar Broadcasts

The eligibility requirements to receive a certificate of attendance for a live webinar broadcast are as follows:

1. Register for the webinar in your own name. (The name on the certificate will be identical to the name submitted on the registration form.)
2. Remain in attendance for the full duration of the live webinar.
3. Join using a stable internet connection to avoid unintentionally disconnecting from the broadcast. Upon experiencing an unintentional disconnect, rejoin the broadcast as quickly as possible. Individuals who miss more than 10 minutes of the broadcast will not qualify for a certificate of attendance. In this case, individuals will need to follow the policies for webinar recordings to earn a certificate for the given webinar.
4. Individuals dialing in by phone to the audio portion only will not receive a certificate since the system does not track dial-in-only connections.

Individuals who meet eligibility requirements will receive an electronic (PDF) certificate via email from TrainersWebinars@ncihc.org within three weeks of the live broadcast.

Certificates are issued for all webinars approved for continuing education credit.

Certificates are not issued for webinars not approved for continuing education credit unless otherwise stipulated by NCIHC webinar organizers.

Certificates for Individuals Who View the Webinar Recordings

The eligibility requirements to receive a certificate of attendance for viewing a webinar recording are as follows:

1. Complete the registration for the webinar recording using your own login credentials as an NCIHC Guest or NCIHC Member.
2. View the entire recording.
3. Pass the quiz (two attempts allowed).

Upon completing the requirements, the individual will automatically receive a certificate via email at the email address associated with the individual's NCIHC account. The certificate will also be available for download under the individual's account on the NCIHC's Learning Center. The name on the certificate will be identical to the name registered with the individual's NCIHC user account.

Cancellation Policy

Registered participants wishing to cancel their registration for a webinar must do so via email to TrainersWebinars@ncihc.org with subject line *webinar registration cancellation*.

Cancellations made more than 24 hours in advance of the webinar will not incur a charge.

Paid registrants who submit cancellation requests less than 24 hours before the webinar start time or who do not attend the webinar forfeit their registration fee.

If the webinar is cancelled by the NCIHC *Home for Trainers* Webinars Work Group, all paid registrants will receive credit toward registration for a future webinar. The Webinars Workgroup will make every effort to notify registrants of event cancellations with as much advance notice as possible.

Registrant releases NCIHC, hosts, and presenters of any loss sustained as a result of event cancellation.

Recording Agreement

The webinar service includes a feature that allows audio and any documents and other materials exchanged or viewed during the session to be recorded. The recording is the sole property of the NCIHC. By joining this session, you automatically consent to such recordings as well as to redistribution of the recorded material. If you do not consent to the recording or redistribution, discuss your concerns with the meeting host before the start of the recording or choose not to join the session. Please note that any such recordings may be subject to discovery in the event of litigation.

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