Everything You Wanted to Know About Live Webinars

(rev. May 2017)

To ensure you have everything you need for webinar day, we're answering some of the most frequently asked questions about our live webinars and the continuing education (CE) credit process. Read on to confirm that you're all set for logging in.

Q: Can multiple employees in my facility watch the live webinar and receive credit under one registration?
A: Sorry. Gone are the days of a paper sign-in sheet you mail or fax in that includes everyone. For HealthTrust-sponsored live webinar events, individual registration is required because the webinar tool and the CE adminstration site are two different systems. CE is distributed on the honor system, so an information cross-check between the webinar registration site and the CE registration site is required to confirm attendance. Therefore, a request for CE credit that is not tied to an individual event registration cannot be honored. Thank you for understanding.

Q: Where can I find the lastest list of CE-eligible opportunities?
A: Our HealthTrust Education website holds the most up-to-date information on all of our continuing education opportunities. View listings by calendar or by discipline.

Q: What is the process to obtain CE credit for a HealthTrust-sponsored webinar?
A: Simply register to attend the live event. You will then be sent a link on how to join the webinar on event day. At the end of the event, the last slide of the session will contain a unique verification code you will need in order to confirm your attendance in the CE adminstration system. Those who registered for a program **and** attended the webinar for 40 minutes or longer will receive an email with instructions on how to apply for CE credit.

Q: Can I get CE credit if I join the webinar late?
A: CE is given on the honor system. Agencies hold us to strict requirements in order to continue to be a provider of CEs. Therefore, it is important that you attend the entire program. Registration will be closed 15 minutes after the program begins. Anyone not attending for 40 or more minutes will not be eligible for CE credit.

Q: Am I able to receive my credit if I have to leave the program before the CE info is shared?
A: Credit cannot be issued to attendees who leave the program early, and CE information cannot be given out post-event. Why? Because CE is given on the honor system. Agencies hold us to strict requirements in order to continue be a provider of CEs. Therefore, it is important that you attend the entire program.

Q: Are the presentation slides made available to webinar attendees?
A: Yes, a PDF of the program presentation will be made available the day of the session on the program's event page on our HealthTrust Education website. A link will be provided on the introductory slides of the program as you enter the webinar, or you may go to that program's event page directly on the morning of the webinar to download the PDF prior to logging in to the actual webinar. The PDF will remain available on the event page after the live webinar. After the live event, the program's listing will move to the On-Demand Learning section.

Q: Can I access a recording of the program after the event?
A: Typically within three business days, you can find a recording from the majority of live programs on each program's respective On-demand page. To access the On-demand listings, go [here](#).

Q: Where can I find the CE info for a webinar?
A: The verification code needed to obtain your CE credit is given on the final slide during the live webinar, so do not leave the program early. Those who registered for a program and attended the webinar for 40 minutes or longer will receive an email with instructions on how to apply for CE credit. CE information cannot be given out post-event. Why? Because CE is given on the honor system.

Q: How long do I have to fill out my program evaluation and log my CE credit?
A: Attendees have up to two weeks after a live event to visit the online system and fill out the program evaluation and regsiter their credit for a specific event. Printing of certificates can be done past the two-week window, as long as the participant has already registered their credit and completed a program evaluation within that initial two-week window. If you choose to print your certificate later, you will need your username and password to reenter that site.

Q: Will the username and log-in info I used for the last program I attended work for the next program?
A: For pharmacy programs, yes--the same log-in info will work once you have registered on Belmont's LearningExpress site. For non-pharmacy programs, each has its own event site created in Cadmium for each event. You must register as a new user for each non-pharmacy program. Always write down the verification code; it is unique to each program, regardless of discipline.

Q: Why do I need a verification code?
A: CE is offered on the honor system. The verification code helps to verify your attendance. It is provided on the final slide during the live webinar, so please don't leave the session early. Make sure to write down the code. Those who registered for a program and attended the webinar for 40 minutes or longer will receive an email after the webinar with instructions on how to apply for CE credit. CE verficiation codes cannot be given out post-event.

Q: How do you know who actually attended a webinar?
A: Registration reports are compared with day-of WebEx reports to verify those who registered **and** attended the webinar for 40 minutes or longer. Only attendees who meet both of those criteria will recieve an email with instructions on how to obtain CE credit.

Q: How do I know if my Pharmacy credit has been added to the CPE Monitor?
A: A full transcript of your CE activities can be obtained at www.nabp.net on your CPE Monitor profile.

Note: the instructions above apply to HealthTrust-sponsored webinars. Events sponsored by other CE providers, suppliers and/or industry organizations may have different instructions or criteria for event registration, or for obtaining or accessing CE credit. Please read the requirements when signing up online for any of the advertised programs.