

### **What is a CE Webinar?**

- It is a live class taught online by an experienced instructor. Webinars are conducted like classroom courses but offer you the flexibility to attend them anywhere you have internet access.

### **Is there an exam at the end?**

- No. It is approved as a “classroom” course, which means it is attendance based only and does not require an exam.

### **I have never heard of this before. Is it State-approved?**

- Yes. All webinars are State-approved courses.

### **How do these webinars actually work?**

- It’s a very easy process. Once logged into the webinar at your scheduled time, you will be participating in a live, powerpoint presentation. To receive audio of the instructor, you will dial into a toll free #. You do not need to have powerpoint on your computer, as everything is run through the webinar itself.

### **How long are the webinars?**

- By law, webinars must last 50 minutes per credit hour. These webinars also include a small break each hour. So, for example, a 4-credit webinar will last approximately 3 hrs & 50 mins.

### **How is my attendance verified?**

- The GoToWebinar platform has built in monitoring capabilities. Once you are logged in, a monitor can see if you are using another browser. You may also be asked to “raise your hand” periodically during the webinar by clicking a button on the webinar screen or typing into the “chat” field. Monitoring is very strict and is required by the various State agencies that approve these courses.

### **Can I participate in the webinar (verbally or by chat message)?**

- Yes. You will be given the opportunity to ask the instructor questions at certain times of the webinar either by phone or using the “chat” feature.

### **When do I receive my CE certificate?**

- Once your attendance has been verified, we will issue you a certificate via e-mail. This usually takes 1-2 business days.

**What if my license is expiring on the same day as my class? Can I get my certificate sooner?**

- We can handle issues like this on a case by case basis.

**What happens if I miss my class or need to leave early due to an emergency?**

- You can contact us to re-schedule your webinar to an alternative date at no additional charge.

**Are these courses approved in multiple States?**

- Yes. These webinars are already approved in many States and are in the process of being approved in all that will accept them.

**I have multiple licensees in my office. Can corporate accounts be set-up for billing purposes?**

- Yes. Please contact us at [info@pohsinstitute.com](mailto:info@pohsinstitute.com) for more information.

**Sounds great! How do I register?**

- It's a simple process:
  - **Step 1:** Go to our website at [www.pohsinstitute.com](http://www.pohsinstitute.com) .
  - **Step 2:** In the box entitled, "Continuing Education", click on "Webinar".
  - **Step 3:** Select your State.
  - **Step 4:** Choose "Webinar".
  - **Step 5:** Search the webinar schedule. Once you have found the webinar(s) you would like to take, add them to your shopping cart and make your tuition payment. You will receive an e-mail confirmation that gives you a link to register your name on the GoToWebinar platform.
  - **Step 6:** Register on GoToWebinar and you will receive a second e-mail with the actual link to the webinar, along with other important information. Add this to your calendar so you do not forget.