

## Live Interactive Webinar Requirements and Instructions

### For virtual participation please review the following guidelines:

- 24-72 business hours prior to the training: you will be sent an email with training login details so that you can attend the live interactive web-based training.
  - We recommend that you save the training login information to your calendar for easy access the day of training.
- Attendees must be present for the entire Live Interactive Webinar training.
- Attendee video camera must always be enabled and on showing the attendee live (not a picture).
- Using a telephone only is not an option.
- Once you are in the web-based virtual session, type your first and last name in the chat area.
  - This will serve as an attendance log for the training.
  - Attendance will be monitored throughout the training.
  - You will also need to sign out at the end of the training.
  - Please note that you must be on time and present for the entirety of the training to receive credits.
- Full participation is expected for successful completion, which may include using:
  - Chat function
  - Interactive conversation
  - Breakout sessions
- Following the live interactive webinar training: a post evaluation and post-test (requiring a minimum passing score of 80%) will be sent to you via email
  - The post evaluation and post-test need to be completed and returned to [WorkforceDevelopment@cherryhealth.com](mailto:WorkforceDevelopment@cherryhealth.com) within 7 days of the training in order to receive continuing education contact hour credit.
- Certificate:
  - *External attendee:* After confirmation of full training participation, completion & return of both the post-test and evaluation, Continuing Education Certificate will be emailed to you within 7 days of training.
  - *Cherry Health staff:* After confirmation of full training participation, completion & return of both the post-test and evaluation, Continuing Education Certificate will be available to you in Healthcare Source in your completed list.
  - *\*If due to unforeseen circumstances, Cherry Health does have up to 30 days to provide a Certificate.*

### System requirements & recommendations:

- It is recommended that attendees log into the web-based training at least 15 minutes before the training begins to test electronic and internet capability.
- Audio:
  - If audio works through your computer, please feel free to use that.
  - If audio on your computer is a challenge, you may need to also dial in via your phone to access the audio.
    - If that's the case, MUTE your computer otherwise there is significant feedback.
    - Unmute to ask questions, etc.
  - Please mute your audio upon entering the meeting
    - Feel free to unmute and ask questions at any time during the presentation. The chat function will be available for questions as well.
- Internet: a strong internet connection is highly recommended. If your internet service is not able to stream videos, it will likely not be strong enough to support a web-based training.
- Cherry Health Staff: Sign into the live interactive webinar training *outside* of the Standard Desktop.

If you have questions or concerns about accessing the live interactive webinar, please feel free to reach out to [WorkforceDevelopment@cherryhealth.com](mailto:WorkforceDevelopment@cherryhealth.com) at least 24 hours prior to the training for assistance.