

Greetings everyone,

You are receiving this email because you are an identified leader in an OCA chapter, division or committee. As we have gained more experience with live virtual CE events, I want to share a clarification about these CE hours – specifically about attendance for these events.

As you know, it is the responsibility of the chapter/division/committee that hosts the CE event to send CE certificates to attendees. We want to make sure that what you put on a CE certificate matches what is entered on CE Broker by the Chair of the Professional Development Committee. In consultation with our CSWMFTB regarding this issue, please know:

For one (1) hour CE events – Attendees need to attend the entire hour in order to be awarded the CE. While a few minutes later is acceptable, they otherwise need to be in the virtual event for the entirety of the event. We cannot offer half or three-quarters of a CE hour for an event that is only one hour.

For events lasting more than one (1) hour, after the first hour of the event the CE hours can be broken down to 15 minute increments if individuals cannot stay for the entire event. Attendees must be logged in and present for the first hour and then this goes into effect. For example, if an event was 1.5 hours (90 minutes) and an individual had to leave 75 minutes in, they can get 1.25 CE hours (which would need reflected on their CE certificate). As another example, if an event was 3 hours and an individual left at the two hour mark, they can get 2 hours of CE's for the event.

Because we are doing attendance reports from software, we now have much more specific information about attendance than we usually would have at a large in-person event. This of course also opens up questions about connectivity issues.

Along with reviewing your attendance reports to make accurate CE certificates, there are additional things you can do to help you attendees get their full credit for a live virtual CE event:

1. Remind your attendees/registrants that they need to attend that full hour. This could be a general reminder that goes along with the connection information.

2. Consider opening your virtual event platform 10-15 minutes early. By doing this, and alerting your registrants/attendees to this, you can encourage them to connect early to make sure they have access and are present for the start of the event. That also gives you some buffer time to address connection issues.
3. Consider doing invites for your events – This puts the event AND the connection information right on an attendee's calendar to help them find it promptly to attend.

Please make sure that the attendance information you send to the Chair of the Professional Development Committee matches what is on certificates sent to each attendee. Please let me know what questions you have!

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