

IOWA EMPLOYMENT CONFERENCE CONTINUING EDUCATION VIRTUAL GUIDELINES

Adopted by the Iowa Employment Conference March 2020

These guidelines are intended to apply to courses conducted and viewed in real time (live) for the Iowa Employment Conference.

Each attendee will be required to log in to the webinar using a distinct username, password and/or email.

Attendees must sign in and participate to receive credits for continuing education credits.

Iowa Employment Conference will verify attendees and license number, or National Producer Number (NPN), of all attendees as/if needed.

Iowa Employment Conference will have a representative, using computer-based attendance-monitoring technology, monitoring attendance throughout the course.

Iowa Employment Conference has a process to determine when a participant is inactive or not fully participating, such as when the screen is minimized, or the participant does not answer the polling questions.

Iowa Employment Conference will have no less than two polling questions asked during the sessions that require insurance continuing education credits. The polling questions will be posted at random during the session to determine attendee participation and attentiveness.

Iowa Employment Conference will maintain an electronic roster to include records for each participant's log-in/log-out times. If required by states chat history and polling responses will be captured as part of the electronic record.

When an attendee is deemed inactive or not fully participating in the course by the course monitor or failure to enter appropriate polling question response or verification codes, continuing education (CE) credit is denied.

Attendees and speakers do not need to be in the same location.

All sessions will last one hour.

Credit hours will be awarded for each session as required by the accreditation.

Iowa Employment Conference has these requirements posted on the website and will be emailed to all attendees prior to the virtual event.

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