

Housekeeping Items – Rules and Regulations for Webinar Attendees

At the beginning of each lecture the housekeeping rules will be reviewed as each lecture has been approved separately and participants will be logging in for the lectures that they wish to attend.

1. Your emailed certificate will be your proof of attendance for these lectures.
2. You are responsible to maintain this record for your continuing education documentation.
 - a. This is your original document.
 - b. Please make sure that you maintain possession of this in case you are audited.
 - c. If you are an ASRT member, you will need to either fax or email a scanned copy of this document to the ASRT for them to add these lecture credits to your “my ASRT” account.
 - d. If you are not an ASRT member, maintain this document for at least two years, as this documentation will be a part of your Biennium educational credit accrual.
3. In order to receive credit for a lecture you must
 - a. Be a VSRT or CVDSRT member or have paid for the lectures.
 - b. Sign the attendance form when posted in the “Chat” box for each lecture.
 - c. Complete the survey at the end of each lecture. There will be a link and a QR code. If using the QR code, you will need to download the app on your phone.
 - d. To receive credit for attendance your name must appear on the screen, not a phone number or email address when you log in to the Zoom meeting.
 - e. Certificates will be emailed within 2 weeks of the completed lectures to the email that was provided when you registered for the lecture on the VSRT website www.vsr.org.
 - f. Students do not receive continuing education credits however their attendance will be documented should program directors need proof of attendance.
4. Attendance documentation.
 - a. Please make sure that you sign the attendance form when it appears in the “chat” box located to the right of your screen.
 - b. The attendance form is “**time stamped**” so be sure to sign in when the form appears.
 - c. Enter your name as it listed with your professional credentialing organization such as the ARRT.
 - d. Attendance is being tracked by the Board of Directors during the lectures using attendance sheets, transcripts from the meeting, etc.
 - e. You must be logged on no later than TEN (10) minutes after the lecture has begun and remain in the lecture until the end.
 - f. The lecture must at least 50 minutes to receive 1.0 credit for each hour of the lecture.
 - g. If you need to leave the lecture for any reason, you will need to return **within 10 minutes**, or you will not receive credit for the lecture.
 - h. In order to receive credit participants must be logged in to the lecture for minimum of 50 minutes. These are rules that are mandated from the ASRT.
 - i. If you are kicked off the meeting log back in. It is important that you arrive to the lectures on time just in case there are technical difficulties. If a participant misses more than 10 minutes of the lecture no credit will be awarded.
5. Please always make sure to have yourself muted. Questions will be held until the end of the lecture.
6. As this is the first time for a fully virtual meeting please be patient with us. We thank you in advance for adhering to these rules and regulations.