



Webinar Process & Procedure

Updated January 2016

Submit this registration form only once....

Foot Levelers, Inc. is proud to present a *FREE* webinar series with continuing education credits provided by New York Chiropractic College, Department of Postgraduate Education (NYCC-PG).*

The following procedures have been developed to ensure your webinar experience is both clinically rewarding and complies with the selected state licensing board requirements for continuing education credits. **C.E. credits are available in select states.**

To register for the **FREE** webinar please follow the procedures listed below:

1. After registering, **you will immediately receive** a follow-up link that will connect you directly to the live webinar at the date/time scheduled, along with a specific phone number that will be in **listen only** mode. You can listen through computer speakers, as well. Webinars are **interactive** where technology allows you to submit questions/comments during the live presentation.
2. Attendees must register separately and then individually sign-in to each live webinar on the date/time scheduled. If one attendee signs-in and others are viewing from the same screen, we cannot verify other attendees being present nor can we issue them C.E. credit.
3. Webinar reports provide FLI and NYCC-PG with the date and time you registered, as well as, the login date and time when entering/exiting webinar.
4. **Verification Protocols:**
 - ▶ **Prior to attending your first webinar, an \$85.00 annual processing payment must be made to NYCC-PG at www.nycc.edu/pgseminars/pgmember_login.asp . Make payment only once regardless of the number of webinars you attend within a 12 month period from date of payment.**
 - ▶ **Complete Survey (Quiz) for Credit:** After the conclusion of each webinar and **within a 24-hr period** you will receive an email that includes a hyperlink, which after clicking, a quiz will appear on your screen in pdf format. To receive 1 CEU, please complete all questions AND then **fax the document to NYCC Postgraduate department at 516.735.3037**. NYCC will score and issue credit accordingly.
 - ▶ Only doctors who have completed the **full 60 minute time cycle** are eligible to receive CEUs, provided their state board has approved the webinar(s) for CEUs through NYCC-PG.
5. Foot Levelers will provide a report to NYCC-PG confirming the exact time you entered and exited each live webinar scheduled. You must be **connected to the webinar** to receive credit. If you call-in but are not connected to the webinar you will not receive credit. **Mobile device applications should not be used, as your log-in attendance may not be verifiable.**
6. Upon receipt of your annual payment, NYCC-PG will follow attendance verification protocols & then email a transcript to you regarding each webinar completed (please allow 60 days from the date of your current webinar to receive the transcript).
7. NYCC-PG will serve as the repository of all C.E. records sponsored by the college, for no less than two C.E. cycles.
8. NYCC-PG's responsibilities are restricted to monitoring all parties' compliance with state regulatory requirements and to assuring creation and maintenance of all associated documentation. Fees payable to NYCC are, therefore, in no way dependent upon sponsor's ultimate provision, nor upon participant's ultimate successful completion, of any coursework. If you have questions or require additional information please contact: NYCC-PG program administrator, Cynthia LoGatto: clogatto@nycc.edu or 1-800-434-3955.

License Renewal Disclaimer: While applications relating to credit hours for license renewal in selected states have been executed for these programs, it remains attendees' responsibility to contact the state board(s) from whom they seek continuing education credits for purposes of ensuring said board(s) approve both venue and content as they relate to any seminar/course/lecture/webinar /online presentation (event). Neither a speaker's or exhibitor's presence at said event, nor product mention or display, shall in any way constitute NYCC endorsement. NYCC's role is strictly limited to processing, submitting, and archiving program documents.