



Policy Manual

Policy Title:	NASBA Online Program Attendance and Participation Monitoring Policy	Adopted Date:	8/22/2013
Policy Category:	Education	Review Date:	
Policy Number:		Amended Date:	

Purpose: To establish Tennessee Chapter (Chapter) guidelines and limitations for monitoring the actual attendance of online sessions (Webinars) by program participants, where CPE credit is being requested, and ensure compliance with certification requirements of the National Association of State Boards of Accountancy (NASBA).

Policy: Webinar attendance and participation will be monitored using the integrated tools provided by the Webinar service provider (e.g., GoToWebinar). The Webinar service provider will automatically calculate the total length of time an attendee was *in attendance* for each session. Polling questions will be utilized throughout the Webinar to ensure actual attendance. A minimum of three (3) polling questions will be used for each hour of CPE credit. A minimum of two (2) polling questions will be used for each half hour of CPE credit.

In order to issue CPE credit for Webinars the program coordinator must ensure the participant meets the following criteria:

- Was connected to the live webinar for at least 90 percent of the actual or scheduled duration of the webinar (whichever is less), and
- Responds to at least two-thirds (66%) of all polling questions utilized during the webinar.

If an attendee does not meet the 90 percent connection threshold, partial CPE credit may be issued, at the discretion of the CPE Coordinator. Credit will be rounded down to the nearest 0.5 CPE credit based on 50 minutes equaling 1.0 CPE credit. For example, a webinar is scheduled for 75 minutes (1.5 CPE credits) and last approximately 78 minutes. An attendee is connected for 60 minutes and responds to the required number of polling questions may be award 1.0 CPE credits by the CPE Coordinator.

Procedure: Polling questions will be loaded prior to the start of each Webinar. Polling questions will be presented to the attendees by the presenter or moderator randomly through the Webinar. Attendees will be given no less than 60 seconds (1 minute) and no more than 120 seconds (2 minutes) to respond to any polling question. The minimum number of polling questions will be completed during the scheduled Webinar time.



Policy Manual

Following the conclusion of the webinar, the *Attendee Report* will be downloaded from the webinar service provider in Excel format. Formulas will be added to calculate the percent of actual attendance and poll response rate for each attendee. Each attendee who requested CPE credit and met the participation criteria detailed above will be issued a CPE certificate consistent with existing Chapter policies and procedures. An example report can be found in Attachment A.



Policy Manual

**Attendee Report
Generated**
Webinar Name
Webinar ID
Actual Start Date/Time
Actual Duration (minutes)
Scheduled Duration (minutes)

[GoToWebinar](#)
Jun 13, 2013 08:51 PM PDT
CHFP Candidate Practicum
522886127
Jan 31, 2013 11:08 AM EST
147
120

Polling Questions

First Name	Last Name	In Session Duration* (minutes)	Under OPPS, the following are bundled into APCs:	Which has been around the longest:	Which of the following is true:	Percent Attended	Percent Polling Response	Earn CPE
Tony	Stark	68.57				57%	0%	N
Clint	Barton	103.88	All of the above		OPPS and MPFS fo	87%	100%	N
Steve	Rogers	80.68			OPPS and MPFS fo	67%	33%	N
Charles	Xavier	130.88	All of the above	OPPS	IPPS and OPPS use	109%	100%	Y
Carol	Danvers	120.07	Lab	OPPS	OPPS and MPFS fo	100%	100%	Y
Pepper	Potts	124.33	All of the above	MPFS	IPPS and OPPS use	104%	100%	Y
Victor	Von Doom	123.3	All of the above	MPFS	IPPS and OPPS use	103%	100%	Y
Bobby	Drake	113.22	All of the above	MPFS	IPPS and OPPS use	94%	100%	Y
James	Rhodes	123.58	All of the above	OPPS	OPPS and MPFS fo	103%	100%	Y
Hank	Pym	126.37	All of the above	OPPS	IPPS and OPPS use	105%	100%	Y
Janet	Vandyne	123.78	Supplies	IPPS	OPPS and MPFS fo	103%	100%	Y
Scott	Summers	134.22	Supplies	IPPS	IPPS and OPPS use	112%	100%	Y
Jean	Grey	124.4		OPPS	IPPS and OPPS use	104%	67%	Y
Peter	Parker	123.52	All of the above	OPPS	IPPS and OPPS use	103%	100%	Y
Mary Jane	Watson	94.03	All of the above			78%	33%	N
Norman	Osborne	132.52		IPPS	IPPS and OPPS use	110%	67%	Y

*If an attendee left and rejoined the session, the In Session Duration column only includes their first visit.