



IF YOU WANT TO GET A CERTIFICATE OF ATTENDANCE. PLEASE FOLLOW THIS PROCESS.

- » **Register for the event via the link.** Registration is then completed on the **ZOOM website registration page**. You must do this yourself - we cannot do it for you.
- » In some instances your company may have restricted access to ZOOM. In this case - please use your personal computer or mobile device. There are no other platform choices we can offer you at this time.
- » **Log-in and listen to the entire forum** - which is **1-hour long**. To prove you did this - we will put up one **reference number** at **5 minutes, 30 minutes and 60 minutes**. This will be one of the questions in the **POST EVENT ASSESSMENT** we ask you - to validate your participation, and allow you to receive your certificate for **CPT/CPD**.
- » **Please DO NOT join the ZOOM webinar by dial-in**. You must log-in on your computer or via the APP. This will enable us to verify that you joined the webinar and for how long. Certificates will only be issued if you have participated for the webinar's entirety.
- » Shortly after the virtual discussion you will receive an email - with links to a **SURVEY** and **QUIZ**. It will take you 10 minutes to complete. You need to fill in all fields and questions. We appreciate your diligence in providing us with feedback and insights.
- » We will verify the time you spent logged in to the webinar. And then we will send you a **CERTIFICATE OF ATTENDANCE** for 1-hour. This will clearly explain what you watched and learned.

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Please contact learning@hubbis.com if you have any questions.