

Group Webinar CEU Procedure

ASSE recognizes that groups will make use of ASSE Webinars in training sessions and meetings. This procedure details the process for granting CEU Credit for individuals participating in group sessions employing ASSE Webinars.

- 1) One person must purchase the webcast through the ASSE registration site.
- 2) You must complete this attached Group Webinar CEU Form and Group Webinar Attendance Sign-In Sheet.
- 3) On it, you must list the number of people who viewed the webcast, in the same room, who will need CEU credit.
- 4) There is a fee of \$15.00 per additional attendee. Payment must be completed and sent, along with this form to ASSE.
- 5) On the day of the webcast, those people listed on the form may watch the webinar in the same room with the person who registered for the event. ASSE will not send out individual links.
- 6) At the conclusion of the webcast, all attendees will receive a link out to complete an online assessment. The assessment must be completed within 30 days in order to meet minimum requirement to attain CEU.

Return completed forms to:

ASSE
C/O Dan McNeill
1800 E. Oakton St.
Des Plaines, IL
60018

Method of Payment:

- Check payable to ASSE
 Visa MasterCard American Express

Card No.

Expiration Date:

Cardholder's Name

X Cardholder's Signature

Please complete the Group Webinar Attendance Sign In Sheet

