



LHA Webinar Proctoring

Learn The Process Of Proctoring A Webinar That Results In Continuing Education Credits For The Participants

“Proctor...a person who monitors students during an examination”

Proctors will be used to verify that the continuing education criteria is met by LHA webinar participants at a single location.

This will allow access to CEUs for a broader audience to assist LHA hospitals in maintaining the highest quality of staff.



First Step: Decide If A Proctor Is Needed

Scenario: Two people from your hospital want to participate in the same LHA webinar, and they plan to register and watch individually.

- Is a proctor needed? **No**

Scenario: More than one person from your hospital wants to participate in the LHA webinar and earn the CEUs offered. Everyone wants to join the webinar from one computer, for example, in a conference room. One person plans to register.

- Is a proctor needed? **Yes**, if the webinar is proctor eligible*

* The program brochure will note whether a webinar is proctor eligible or not.



Next Step: Decide On A Proctor

- The designated proctor will be the only person who registers for the LHA webinar.
- If the webinar is proctor eligible, the registered participant should download both the Proctor Requirements Document and the Proctor Spreadsheet from the LHA Education Services section of the website at <https://www.lhaonline.org/page/576>.



Proctor Requirements & Responsibilities

- Review and sign the Proctor Requirements Form outlining all the responsibilities and duties of a proctor, and return it to the LHA.
- The proctor should enter the attendee information into the spreadsheet before the webinar begins and then print this copy so that the participants can sign the Excel spreadsheet next to their information.
- The participant signature is required for credit to be awarded.





Proctor Requirements Continued

- Inform the webinar attendees that “missing more than 5 minutes of any hour in a webinar is considered as not attending the webinar, and no credit can be awarded;”
- Monitor attendance and participation during the webinar;
- Upon conclusion of the webinar, check the “Did Not Attend” box on the Excel file next to the name of anyone who missed more than 5 minutes of any hour; and
- Email the completed excel participation file (with participant signatures) to marthur@lhaonline.org by close of business the day of the webinar.

Note: The LHA will not request the completed form, so if it is not sent per the requirements, no CEUs will be awarded.



Sample Excel Participant Sheet

Program Title			Proctor 's Attestation & Signature				
Program Date							
Proctor Name							
Participant Work Email	Participant Name (last name, first name)	Participant Title	Hospital Employer	Participant Work Phone #	Did not attend entire session	Participant Signature	
example@olrmmc.com	Doe, John	Director of Music Therapy	Our Lady of the Lake RMC	999-999-9999			
example@olrmmc.com	Doe, Jane	Director of Physical Therapy	Our Lady of the Lake RMC	999-999-9999	X		



Did each participant earn continuing education credit?

Based on the previous slide, Jane Doe did not attend the entire webinar, and the proctor indicated this by entering an “X” in the “Did Not Attend” box.

Jane Doe would NOT be sent an evaluation nor would she receive CEUs for the webinar based on the lack of full participation.



How are continuing education credits awarded?

- The proctor will send the LHA the completed Excel worksheet with participant signatures.
- The LHA will not request the spreadsheet from the proctor; it is the proctor's responsibility to send it to the LHA.
- Only those proctored participants who signed the spreadsheet, attended the entire webinar and complete the evaluation are eligible for continuing education credit.



Awarding Of CEUs

- Each participant should complete the evaluation from the LHA within the specified timeframe.
- The LHA will issue continuing education certificates by email to everyone who completed the survey within two weeks after the survey deadline.
- Compliance with **all of these processes** is necessary to meet the audit reporting requirements for continuing education issued by LHA. If for some reason, you are not able to follow these procedures, no continuing education credit can be given.



Reporting Continuing Education

- The person receiving the continuing education credit is responsible for filing with his or her professional organization.
- The LHA does not keep records of continuing education by individual.



Questions About The Proctoring Process



For assistance with the proctoring process, contact:

Melissa Arthur

Education Coordinator

marthur@lhaonline.org

