

2020 Louisiana Hospital Association Webinar Proctor Requirements

1. The person desiring to be a proctor must be registered to participate in the webinar they plan to act as a proctor for. The designated proctor will complete the form with the program title, program date, proctor name, hospital employer, signature, date and include your work email address. Please email the completed form to marthur@lhaonline.org to alert her to the fact that a proctor will be monitoring an upcoming webinar.

2. The designated proctor should download the Proctor Spreadsheet https://www.lhaonline.org/resource/resmgr/edu/Proctor_Spreadsheet.xlsx which must be completed with each participant’s information as noted on the spreadsheet. The proctor is responsible for completing the excel spreadsheet, *electronically (not hand-written)*, with all the required data for each person. Once completed, print the spreadsheet and have each participant sign the spreadsheet to verify their participation during the webinar.

3. Prior to the start of the webinar the proctor will need to inform attendees that they must participate in at least 55 of 60 minutes of each hour in a webinar and sign the spreadsheet in order to be eligible to receive continuing education credit.

4. The proctor must monitor participation of attendees and if an attendee misses more than 5 minutes of any hour of the webinar, the proctor will check the “did not attend entire session” box on the attendance sheet.

5. This completed spreadsheet, with signatures, should be emailed to marthur@lhaonline.org by close of business on the same date the webinar occurred. If the information is not provided to LHA as requested, the proctor will be notified that no continuing education will be applied. LHAMC will not request this information from the proctor. The proctor is responsible to provide the details to LHAMC in a timely manner to insure the issuance of continuing education credits. No exceptions will be made.

6. The proctor should advise webinar participants to expect an evaluation to be sent within a week of the webinar date. The evaluation must be completed by the deadline given to receive continuing education credit.

7. 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.

Proctor Name

Proctor’s Hospital

Proctor Signature/Date

Proctor’s Email Address

Questions regarding these requirements should be directed marthur@lhaonline.org at LHAMC.