

Continuing Education Credit Request for Department Webinar Viewing

Purpose: Departments or central offices should use this form to request continuing education credit for viewing a webinar as a group within their department or central office.

- Requirements:**
1. Complete and submit form to RCC at rcc-cert@duke.edu at least 5 days prior to the date of the webinar.
 2. Duke employee named on this form as the facilitator should ensure that those participating in the webinar viewing were in attendance for the entire webinar.
 3. Provide sign in sheet to RCC via email after webinar has occurred to verify attendance and participation in approved webinar.
 4. Provide RCC with the mp4 video file of the webinar or the public link to the webinar to include in online webinar catalog.

Webinar Information

Title of Webinar: _____

Facilitator Name: _____

Title: _____ Phone Number: _____

Department: _____

Length of Webinar (in hours): _____

Webinar Description:

By signing, the facilitator verifies that those in attendance were active participants in the webinar and viewed the webinar with the group in its entirety. The facilitator agrees to meet the above requirements as stated above.

Facilitator Signature

Date