

Group Attendance for Online Programs

CPE Requirements

If your company would like to schedule a group viewing of a CFMA Webinar or Online Course and provide CPE credits to participants, you must comply by the following:

- 1) Submit your request for group viewing to CFMA at least 24 hours in advance of the event. Contact Ariel Sanchirico, CFMA's Director of Online Learning, at asanchirico@cfma.org or 609-945-2433 and provide a list of names and email addresses of all attendees who wish to receive CPE credit.
- 2) Before the live event, all participants must be registered individually on CFMA's Education Online website at the following link: <http://cfma.digitellinc.com/cfma/>. If a CFMA member, please use your CFMA username and password to log in. If you are a nonmember, please set up a new user account by clicking [here](#).
- 3) You must designate a "Proctor" for the event in order to verify that each person fully participated via a shared internet connection. The Proctor will be responsible for logging into the event through their computer and for ensuring that compliance for CPE credits is met by responding to the alertness checks for the group. Alertness checks are issued in the form of pop-up boxes that appear on screen at different intervals during the broadcast. The Proctor will be in charge of clicking on these boxes to confirm participation for all attendees. **Responding to alertness checks is the most important requirement for the Proctor to meet in order for attendees to receive CPE credits.**
- 4) All participants who would like to receive CPE credits must provide their names and email addresses on the attached sign-in sheet. The sign-in sheet must be signed by the Proctor attesting to the fact that each participant viewed the entire presentation and has rightfully earned the CPE credits granted for the session. After the webinar, the completed form must be emailed to asanchirico@cfma.org or faxed to 609-452-0474.
- 5) Once CFMA receives the signed form, we will notify the participants via email with instructions for completing a session evaluation and accessing their CPE Certificates. CPE Certificates will not be granted to anyone who was not registered prior to the start of the session.

**Direct further questions to Ariel Sanchirico, Director of Online Learning,
CFMA HQ, 609-945-2433 or email: asanchirico@cfma.org.**



DIRECTIONS: This form is to be completed and emailed to CFMA before any Certificate of Completion (CPE credit) will be issued. Each participant who would like to receive CPE credit for attending a CFMA webcast needs to provide their name and signature below. Participant attendance must be witnessed by the Proctor whose signature appears at the bottom of this form. Please email a copy of the completed form to asanchirico@cfma.org.

Webcast Sign-in Sheet	
Company:	Date:
Proctor:	Session Time:
Webinar Title:	

Print/Type Name	Email	Signature

Group CPE Attendance Proctor Statement

I hereby affirm that all of the individuals listed above were in attendance during the entire presentation of the CFMA webcast named above. I understand that any violation of the above regulations may result in revocation of the CPE Certificate of Completion with no refund of any registration fees paid.

Proctor Name: _____

Email: _____

Signature: _____ **Date:** _____