

## Webinar FAQ

The 2021 ANPD Lippincott Series is FREE to ANPD members! [Become a member today!](#)

**\*Please note:** Some institutions may have various firewalls that prevent you from accessing the ANPD Professional Development Center or the webinar platform. Please check with your IT department to make sure you will be able to access the Professional Development Center and the Zoom platform (FAQs). Please turn off pop-up blockers and do not use Internet Explorer if possible.

**1. How do I register for a webinar?**

- a. Log in to your ANPD account at [www.anpd.org](http://www.anpd.org).
- b. Hover over the Education dropdown menu on the navigation bar and click [Live Webinars](#).
- c. Click on the “Click here to Register” link for the upcoming webinar.
- d. Add the webinar to your cart and complete the checkout process.

**2. What is the difference between the LIVE webinar and the RECORDED webinar?**

- a. LIVE webinars are viewed only during the live broadcast of the webinar. If you watched the full live webinar during its live broadcast, then you will complete the evaluation for the LIVE listing. The LIVE webinar will be available until the end of the day following the day it was presented.
- b. RECORDED webinars are the archived recordings of previous live webinars. If you were unable to attend the live webinar, you can watch the RECORDED webinar for a thirty (30) day period after the live webinar and complete the evaluation for the RECORDED webinar.

**3. When/how will I receive webinar access information?**

- a. You will receive an email with an enrollment confirmation link. Please wait a few minutes after receiving the email, then access your [Professional Development Center](#) and the webinar will be located in the “My Courses” widget.
- b. To access the Professional Development Center, log in to your profile on the ANPD website, [www.anpd.org](http://www.anpd.org), then hover over the Education dropdown menu and select “Professional Development Center.” On the next page, select the button that reads “Click here to enter the Professional Development Center.”

**4. How do I complete the webinar evaluation to earn contact hours?**

- a. Complete the evaluation immediately after viewing the webinar in the Professional Development Center by clicking on the evaluation link on the left side of the webinar window.
- b. Group viewing will not result in contact hours for the entire group. Anyone who wants to earn contact hours must log in to his/her own account to view webinars and earn contact hours.

**5. How many contact hours can I earn?**

- a. Each webinar in the 2021 ANPD Lippincott Series awards one (1) contact hour.

**6. How do I access webinar archives?**

- a. Webinars are accessible as archived recordings for a thirty-day period following the live presentation. ANPD members can access the recordings for free during this period.
- b. Log in to your ANPD profile ([www.anpd.org](http://www.anpd.org)) and hover over the “Shop” menu on the navigation bar; click on “Professional Development Center,” then select [ANPD Recorded Webinars](#).
- c. Click on the current webinar archive title.
- d. Add the webinar to your cart and complete the checkout process.
- e. You will receive a confirmation email with a link to the webinar handouts. Please wait a few minutes after receiving the email to access the webinar in your Professional Development Center courses

**7. How can others who viewed the webinar with me earn contact hours?**

- a. Use our [group webinar viewing form](#) to track who viewed the webinar.
- b. Email the group webinar submission form to [info@anpd.org](mailto:info@anpd.org)
- c. Each individual will receive an email with instructions on how to access the evaluation for the webinar. The evaluation must be completed in order to receive contact hours.