



Zoom Meeting Instructions

- Registration, payment, and attendance check-ins throughout live webinars are all prerequisites to receive credit for webinar attendance in a session.
- Live webinars do NOT count toward In-Person hours for any program.
- Helpful instruction to access your webinar and comply with attendance requirements are provided in this document.
- If program contains multiple course sessions, use the same meeting link or Meeting ID & Passcode for each session. Registrants attending multiple sessions can simply remain in the same Zoom webinar all day.
- Please join and check-in to your webinar session(s) 5 minutes prior to the start time provided above.
- Attendance check-ins are completed by typing the FIRST/LAST NAME of each registered attendee into the chat box prior to the start time and as prompted by the webinar moderator throughout the program. This requirement of the Ohio Board of Embalmers and Funeral Directors is strictly enforced to facilitate continuing education credits.
- Multiple registrants at one location are free to share a laptop/computer/device.
- Video function in the webinar is NOT a requirement. Please MUTE your microphone.

A scheduled thirty-minute lunch break, if applicable, will be announced for full-day programs. You may stay logged into the meeting the entire day or (simply mute your audio and video between sessions to take a break). If you leave a session, use the same Meeting ID and passcode provided to return.

Join Live Webinar using the Zoom link & passcode provided in your registration confirmation email.

Experiencing a problem? Email coned@ccms.edu who is facilitating and will gladly assist as needed throughout the day.

NEED ASSISTANCE?

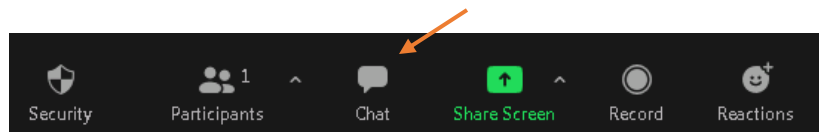
Contact CCMS for webinar assistance at coned@ccme.edu or by phone at 513.761.2020.

ATTENDANCE CHECK-INS USING “CHAT”:

PLEASE MONITOR AND UTILIZE THE “CHAT” FUNCTION

- Multiple registrants at one location may share one device/computer or Zoom login.
- Each attendee, including those sharing a device/login is required to individually check-in by typing FIRST/LAST NAME into the chat box to attest attendance.
- Check-in requests are delivered randomly by the webinar moderator using chat or by the presenter during presentation.
- At each “check-in” prompt, you will click the “CHAT” function located in the bottom toolbar of your webinar page and type your first and last name.
- Each attendee must check-in when using a shared computer/device.

Type FIRST/LAST name for attendance check-ins in bottom toolbar, center of screen

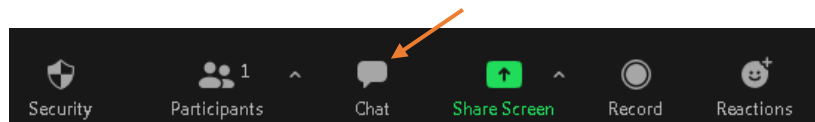


- Each attendee must remain present throughout the entire program, including those sharing access from one device/computer., and must type each attendees name in the chat at each random check-in request throughout your session.
- Random attendance check-ins are a requirement for successful completion of each course for each registered attendee under Ohio Administrative Code and rule. **You are required to type your first/last name into the chat at each random check-in prompt throughout your session(s). Failure to do so will result in non-issuance of completion credit.**

GENERAL CONSIDERATIONS:

- Webinar sessions are facilitated by a CCMS moderator. In addition to using chat for attendance check-ins, you will use the chat function to ask a question or share a comment for the presenter. Your moderator will relay input for you.

Ask question/share comments using CHAT in bottom toolbar, center of screen



- Attendees are automatically MUTED upon entry. Please remain muted throughout.



- Your uninterrupted focus is requested as if you were receiving this course content in person.
- Presenters have the ability to see/hear all webinar attendees on a private screen that is not visible to seated attendees.
- Attendees are encouraged to use a device with video/webcam function, but it is not mandatory.
- You are free to disable your video in the webinar – it is not a requirement.
- If your video is on, please do not walk away from your laptop or device during the presentation, as this is distracting to presenter. We kindly ask that you avoid use of phones or other devices for the duration of the presentation.

CERTIFICATE(S) OF COMPLETION FOR CONTINUING EDUCATION CREDIT:



Certificate(s) of Completion for continuing education credit are sent to the email provided when registering, generally within 5-7 business days of successful completion for each session attended.

Please do not email requesting a certificate unless you have not received your certificate within 7 days. coned@ccms.edu.

Thank you for choosing CCMS for your continuing education!