REQUIREMENTS FOR WEBINAR

Please respond to items #5 through #10:

1. All webinar courses must be submitted and approved as classroom courses. **(Previously approved classroom courses must be resubmitted to the Department for approval as a webinar.)**

2. **The title of the course must state clearly that the course is webinar based.**

3. The courses must be taught by an approved South Carolina instructor.

4. The class must be conducted in real time in all locations.

5. The students in all locations must be able to interact in real time with the instructor. (Describe your procedure and submit it.)

6. The sponsor must verify the identity and license number of all participants. (Describe your procedure and submit it.)

7. The sponsor must verify the sign-in and sign-out of all participants and maintain a record of their attendance. (Describe your procedure and submit it.)

8. **The sponsor must send the Department an invitation to each of their webinars at the following email address: kwilson@doi.sc.gov.** This invitation will be used for course auditing purposes.

9. All materials required for the web course must be provided to all participants at all locations. (Submit electronic copies of all course materials and student handouts.)

10. The sponsor must maintain records of all affidavits from attendees verifying their identity and their participation in the course. Electronic affidavits are also acceptable.

    (Please provide the Department a sample copy of your student affidavit. Refer to the example below for the required information.)

SAMPLE OF AN AFFIDAVIT

Please adapt the sample affidavit below to meet the needs of your organization.

I _____ certify that I participated in and attended all sessions of the
(Name)
following web cast course _____ on this _____.
(South Carolina Course ID #) (Date)

_____
Signature of Producer

_____
Print Name

_____
Signature of Disinterested Third Party

_____
Print Name

Updated: 8/15/2012