

REQUIREMENTS FOR WEBINAR

1. All webinar courses must be submitted and approved as classroom courses. On the online application, you may select both classroom and webinar and submit one fee. (Previously approved classroom courses must be resubmitted to the Department for approval as a webinar.)
2. The courses must be taught by an approved South Carolina instructor.
3. The class must be conducted in real time in all locations.
4. The students in all locations must be able to interact in real time with the instructor. (Describe your procedure and submit it.)
5. The sponsor must verify the identity and license number of all participants. (Describe your procedure and submit it.)
6. 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.)
7. The sponsor must send the Department an invitation to each of their webinars at the following email address: ce@doi.sc.gov. This invitation will be used for course auditing purposes.
8. 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.)
9. 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 with a sample copy of your student affidavit. Refer to the sample below for the required information.)

SAMPLE OF AN AFFIDAVIT

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

 Signature of Producer

 Print Name

 Signature of Disinterested Third Party

 Print Name