**Iowa Hospital Association Nursing CEU Webinar Requirements for Hospital Proctors**

1. The proctor will need to notify IHA that they will be the proctor for the webinar. IHA will send the proctor the electronic documents needed to oversee the webinar.
2. The proctor will receive an excel attendance form a least 5 days prior to the webinar broadcast. The proctor is responsible for ensuring all attendees sign-in on the attendance sheet prior to the start of the webinar including participant name, address, nursing license number and email address.
3. Prior to the start of the webinar the proctor will need to inform attendees that if they miss more than 5 minutes of a 1 hour or do not attend the entire webinar CEUs will not be awarded.
4. If an attendee misses more than 5 minutes of the webinar, the proctor will check the ‘did not attend entire session’ box on the attendance sheet
5. The proctor is responsible for electronically returning the signed proctor requirement sheet and the attendance sheet (attendee information needs to be typed not hand-written) to IHA within 5 days of webinar viewing.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proctor Name Proctor’s Organization

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Proctor Signature

Questions regarding these requirement should be directed to

Jennifer Nutt at nuttj@ihaonline.org