

We hope you are staying safe and healthy during these unprecedented times!

The Addiction Education team have been working diligently towards kicking off our CE Webinars. It is important to us that we develop a delivery system that will support effective learning while also providing the necessary continuing education hours. We have provided directions and useful information to assist you through this process. **We have provided "How to Videos" on the third page of this document. Please take the time and review all details.**

- 1. How do the CE Webinars Work?** - You will need a computer or mobile device, with speakers or headphones, and an internet connection, to access the webinar. You will receive a **Zoom Meeting Invitation** in your e-mail which includes your Join Meeting link. Once you click the Join Zoom Meeting link, you will be prompted to download Zoom. Once you log into the Zoom Meeting, you will have options to test your computer audio and video. After you have confirmed your audio and video, you will hear the instructor and see the class slide presentation.  
**You will need to remain online with the webinar for the duration of the class.** You must answer class roll calls to receive credit for the course. **Please note, Zoom keeps track of your attendance, including when you log in and out of the webinar.** At the conclusion of your webinar, you will receive an e-mail with a link to your Webinar Evaluation. You must complete and submit your evaluation in order to receive credit for the webinar. By two business days following the submission of your webinar evaluation, we will email you a certificate of completion.
- 2. Are your classes state-approved?** - Yes. All classes are approved for CE credit through our approved providers shown on our accreditation home page:  
[alcoholstudies.rutgers.edu/education/accreditations](http://alcoholstudies.rutgers.edu/education/accreditations)
- 3. What happens if my computer breaks down or I lose my Internet connection during the class?** - Generally, you are required to remain connected to the webinar for the duration of the CE class. If you have a reliable computer and good Internet service, you shouldn't have any problems. If you become disconnected from the webinar, you can log back on using the same sign in the information we provided to you prior to the webinar. Our webinars also are accessible from smartphones and other devices, including I-Pads, I-Phones, and Android phones. Ideally, you should have a backup plan in place so there is another computer or Internet service available for you. If you become disconnected from the webinar and do not answer roll calls, you will not get credit for the class. In this case, we would allow you to take another webinar course at your convenience to make up for the missed class.
- 4. Am I able to participate in the class?** - Yes. In all courses, you will be able to utilize the "Raise Hand" function or participant in the live chat during the webinar to ask a question or

to make a comment. Primarily, you need to focus on listening to the instructor's presentation and watching the class slide presentation. Communication with the class and instructor will be reviewed prior to each course. You also may type messages to the instructor and organizer in the chat section at any time during class.

5. **Is it possible for me to just leave my computer on and get CE credit even if I don't participate in the course?** - NO. To receive CE credit, we expect our students to participate in the course. Although you are not required to participate in discussions, you must be engaged in the course for the duration. You must answer all roll calls. We take great pride in our courses being educational and fun. We want you to learn something in addition to earning your CE credits! Listening over the phone in Audio Mode only is NOT COMPLIANT as we cannot detect your presence on the webinar or validate your attendance. You may listen to the audio over the phone; but also must remain connected through a computer or device for attendance and compliance purposes.
6. **Can I take the same course twice?** - NO. You cannot take the same course twice for CE credit during the same license renewal period. Some states restrict producers from taking the same courses in successive renewal periods.
7. **Why is your program different than other online CE programs?** - The difference is we are offering live class programs with professional instructors.
8. **Do you take breaks during your webinar classes?** - YES. Two 10-minute break are provided. Classes offering five or more CE hours or longer include a 30-minute lunch break. Your instructor will review this with you prior to your class.
9. **How do I know if the webinar is working and if I am connected?** - If you can see the instructor's slides and hear his or her voice, you are good to go.

## CONTACT INFORMATION

For more information, please visit our website:

<https://alcoholstudies.rutgers.edu/education/web-based-courses/>

If you have any questions or concerns, please contact the Addiction Education Staff at:

Email: [casppdd@smithers.rutgers.edu](mailto:casppdd@smithers.rutgers.edu)

Phone: **848-445-4317** -> Please leave a message and we will return your call at our earliest convenience

## **Zoom Video Tutorials**

Join a Meeting:

[https://www.youtube.com/embed/hlkCmbvAHQQ?rel=0&autoplay=1&cc\\_load\\_policy=1](https://www.youtube.com/embed/hlkCmbvAHQQ?rel=0&autoplay=1&cc_load_policy=1)

Configuring Audio & Video:

[https://www.youtube.com/embed/-s76QHshQnY?rel=0&autoplay=1&cc\\_load\\_policy=1](https://www.youtube.com/embed/-s76QHshQnY?rel=0&autoplay=1&cc_load_policy=1)

For more information, please visit the Zoom Help Center:

<https://support.zoom.us/hc/en-us/categories/200101697>