

MCLE Opinion 16 Compliance Information

This information must be completed by course provider for all distance learning courses.

- 1. The course must afford interaction between attendees and the presenter or other subject matter expert with respect to the subject matter of the course. Please describe how interaction is achieved for your program.

Attendees are encouraged to submit questions in advance of each session. These and any submitted during the webinar are answered live. Participant is notified the answer was given. Contact information is provided for follow up questions afterwards. We also record all questions and contact participants individually as needed.

- 2. The provider must have a system which allows certification of attendance to be controlled by the provider which permits the provider to verify the date and time of attendance. How do you accomplish this?

All attendees must register in advance to receive program access information. Within 48 hours of the session, we reconcile the webinar vendor's report versus those who registered. The webinar report includes log on/off times and activity levels. Participants can request "benefits statements" of verified attendance at any time and free of charge.

- 3. Do you provide information on the original recording date? Yes, on our website.

- 4. Is the program provided in audio or audiovisual format? Audiovisual Text based? \_\_\_\_\_

- 5. Do you provide written instructional materials to cover the subject matter of the program? Yes  
How and when are the materials provided? Before, during and after all sessions on our website.

- 6. You must provide the attorney with a certification of attendance once you have verified actual time in attendance.

American Benefits Council

Course Provider

Deanna D. Johnson, APR, CEBS, MSHRM

Contact Name

Signature

