

The Webinar Administration Process

Before The Webinar

- Prior to the webinar, both NCRA and NAACCR will send webinar material and login information directly to registered host locations.
- The TCR will provide a statewide distribution of educational material and viewing (host) locations to Texas Reporters via a blast email.
- Reporters should print educational material and bring it to the host site's broadcast location on the day of the webinar.

Day of the Webinar

- Host sites will use the online attendance form to log webinar attendees.
- Host sites will login to the webinar using the unique log in information provided by NCRA or NAACCR.
- NAACCR will provide a key phrase during the webinar. The key phrase is unique to the live broadcast and will be used to access a post-webinar quiz. **Please note as this is new.**
- NCRA does not require a post-webinar quiz.

After the Webinar

- Host site will submit the completed online attendance form.
- NCRA will provide Continuing Education Certificates via individual emails to paid registered participants. Viewers may purchase Continuing Education hours after the webinar through the NCRA store: <http://www.ncra-usa.org/>
- NCRA archives webinars and makes them available for public viewing on their website through the NCRA store and Education page.
- NAACCR requires successful completion of the post-webinar quiz to obtain a Continuing Education Certificate. Upon the completion of the quiz, attendees will be able to print a Continuing Education Certificate. **Please note, the TCR will no longer issue CE certificates.**
- Following the webinar, the TCR will post all webinar material to the Training section of the TCR website.