

WEBINAR AUDIT FORM

Commented [RT1]: The audit items on the form were identified from NAIC Course Guidelines for Classroom Webinar/Webcast Delivery, adopted 2014.

Audit Date	Audit Location		
Provider Name		Provider Number	
Course Name		Course Number	
Instructor's Name(s) & Instructor Number* (PRINT)			

1. The **Course Introduction Statement** must be disseminated (orally or in writing) to all students at the beginning of the course. Was this completed? YES NO
2. Did the course begin at the time at which it was scheduled? YES NO
3. How many students were in attendance during the webinar? # of students _____
4. Did the Instructor check attendance at the beginning of the course? YES NO
5. Did the Instructor verify attendance at the completion of the course? (Provider must verify the identify and license number, or NPN of all students). YES NO
6. What were the number of credit hours this course is approved for? # credits _____
7. Was the approved content outline for this course followed by the Instructor? YES NO
8. Did the course cover the course materials as described (either by outline or by promotional material)? YES NO
9. Did the course end at the time at which it was scheduled? YES NO

Commented [RT2]: Virginia uses a course introduction statement.

If no, explain _____

10. Were at least 2 polling questions and/or verification codes asked per hour? YES NO

(A provider must have a process to determine when a student is inactive or not fully participating, such as when the screen is minimized, or the student does not answer the polling questions and/or verification codes. No less than two polling questions and/or verification codes must be asked with appropriate response provided, at unannounced intervals during each hour of the webinar).

Please supply a written explanation by number at the end of this form to any **NO** responses you have checked.

11. Describe how the Instructor handled questions regarding course material.
(Students in all locations must be able to interact in real time with the instructor. Students must be able to submit questions or comments at any point during the webinar).

12. Describe how the Instructor verified that students were in attendance for the entire course.
(A provider, using computer-based attendance-monitoring technology, must monitor attendance throughout the course).

DRAFT

