##### Part III - Section I – Appendix I

**NAIC - Course Guidelines for Classroom Webinar/Webcast Delivery**

*Adopted by the Producer Licensing (EX) Task Force Aug. 1, 2014*

* These guidelines are intended to apply to courses conducted and viewed in real time (live) in all locations and are not intended to apply when courses have been recorded and are viewed at a later time or to other online courses.
* Each student will be required to log in to the webinar using a distinct user name, password and/or email. Students that view webinars in group settings, which is two or more individuals, should alternatively verify their participation in the form of sign-in and sign-out sheets submitted by a monitor with an attestation or verification code.
* The provider will verify the identity and license number, or National Producer Number (NPN), of all students.
* A provider representative, using computer-based attendance-monitoring technology, must monitor attendance throughout the course.
* The provider must have a process to determine when a participant is inactive or not fully participating, such as when the screen is minimized, or the participant does not answer the polling questions and/or verification codes.
* For webinars not given in a group setting, no less than two polling questions and/or attendance verification codes must be asked, with appropriate responses provided, at unannounced intervals during each one-hour webinar session to determine participant attentiveness.
* The provider will maintain an electronic roster to include records for each participant’s log-in/log-out times. If required by the jurisdiction, chat history and polling responses should be captured as part of the electronic records.
* When a student is deemed inactive, or not fully participating in the course by the course monitor for failure to enter appropriate polling question responses or verification codes, continuing education (CE) credit is denied.
* All students and the instructor do not need to be in the same location.
* Students in all locations must be able to interact in real time with the instructor. Students should be able to submit questions and/or comments at any point during the webinar session.
* The course pace must be set by the instructor and must not allow for independent completion.
* Instruction time is considered the amount of time devoted to the actual course instruction and does not include breaks, lunch, dinner or introductions of speakers.
* One credit will be awarded for each 50 minutes of webinar/webcast instruction, and the minimum number of credits that will be awarded for a webinar/webcast course is one credit.
* The provider must have a procedure that informs each student in advance of course participation requirements and consequences for failing to actively participate in the course.
* A comprehensive final examination is not required.

**Note:** Once a webinar program is recorded or archived for future presentation, it will continue to be considered a webinar program only where a live subject-matter expert facilitates the recorded presentation in real time. Recorded presentations should be scheduled with a specific start and end time and satisfy the other applicable attendance guidelines.