

## Satisfactory Course Completion Requirements – Hybrid Workshops

Horsley Witten will verify participant participation through the following methods for those participants who attend virtually:

- The webinar software will provide the facilitators with a report of who was logged into the webinar and the time spent viewing the webinar to track attendance.
- Participants will be encouraged participate individually from their own computer, but the event facilitators will provide a sign-in sheet in situations where multiple participants are viewing the virtual event (e.g., social distancing in a utility conference room).
- The event facilitators will provide a link to an online feedback form for participants to provide their feedback after the event concludes.
- Once the attendance report is reviewed and confirms the time that the participant was logged into the webinar software, each participant will receive a certificate as proof of participation.

Horsley Witten will verify participant participation through the following methods for those participants who attend in-person:

- The event facilitators will provide an in-person feedback form for participants to provide their feedback after the event concludes.
- The event facilitators will provide a sign-in/sign out sheet.