

Online Training Technical Requirements

NWMOA provides each attendee with the link to access the online training along with instructions. Participants are responsible for ensuring that: they have the needed equipment; it is functioning; it is compatible with the online training system; and they know how to use it. NWMOA is not responsible for technical support before, during or after the online training. For technical support, please visit <https://support.goto.com/webinar>. NWMOA's refund policy excludes attendees experiencing technical difficulties or equipment failures.

NWMOA online trainings are conducted using GoToWebinar. It is highly recommended that you use the link provided to the [GoToWebinar](#) website to view compatibility requirements prior to the scheduled training.

You must have access to a computer with an internet connection and an audio connection (phone line or computer mic and speaker). It is recommended that you participate from a quiet location where there will be few distractions.

Online Training Continuing Education Units Requirements

Inability to complete CEU requirements will result in no CEU's being issued, regardless of the reason.

- Attendees must pre-register and provide a valid certification number.
- Each attendee must be logged into a separate computer so that their participation may be accurately tracked.
- Attendees must be logged in at the beginning and must remain logged in through the end of the session.
- Attendees must promptly respond to brief quizzes or polling questions that appear randomly throughout the online training.
- No partial credit will be given.
- After the online training, NWMOA staff will email CEU documentation to attendees meeting the CEU requirements. Reports will also be sent to the appropriate certification agencies.

Online Training Recordings

Online training participants should be aware that the online training they attend will be recorded. NWMOA holds a perpetual license to copy, distribute, make videos, DVDs, CDs, publish, reproduce the recording, to post the recording on its website, to sell the recording or any copy or derivative thereof, to market and publicize the recording, all without any fee or compensation paid or to be paid to participants by NWMOA.

Prohibition of Recording: Recording of any sounds or visual images and use of any recording device now known, or later developed, is prohibited unless prior written permission has been expressly granted by NWMOA.