

Waterdude Solutions training's will utilize the following methods to track attendance and issue continuing education units (CEUs).

**Attendance tracking for virtual training:**

Platform; Zoom Webinar

- Registration Required; Name, Address, Agency, Certification number
- Introduction's: Name confirmation by registration roster.
- Attendees must respond to online polling at each topic transition. Attendees will be shown a number and must respond within 20 seconds. Results by name kept in training file.
- Closing poll multiple choice to select one of the topic areas. Attendees have 20 seconds to respond. Results by name kept in training file.
- Attendance sheet by name and certification number submitted to certification authority.
- Certificate issued to each attendee with class date, CEUs earned, name and certification number.

**Attendance tracking for in person training:**

Platform; Classroom

- Registration Required; Name, Address, Agency, Certification number
- Attendance confirmation; Attendees sign registration roster by name at the beginning of training. Role call using registration roster at the end of the training.
- Attendance sheet by name and certification number submitted to certification authority.
- Certificate issued to each attendee with class date, CEUs earned, name and certification number.