

# Webinar Policies and Instructions

## Policies

To ensure that each participant reviewing a Recorded Webinar is able to receive their certificate, they must:

- Register on the Recorded Webinars Event page with their Full Name and Center
  - *After the Director has previously registered the individual in the MAAP System*
- Watch the entire webinar
- After watching the webinar, complete the Post-Assessment

Certificates will be mailed out on a monthly basis after the recording is watched and the Post-Assessment is completed with an **80% passing rate or better**.

Participants will not be awarded multiple certificates for the same recorded webinar.

## Instructions

Prior to setting someone up at a computer to view a webinar, please ensure that you have registered them (or yourself) for the webinar in the MAAP System.

Once inside the Directors Portal, follow the below instructions:

- Click on the link labeled “Recorded Webinars to View”
  - This will take the participant to the Recorded Webinars Event page.
- Choose “Register” from the list of available Recorded Webinars
- The participant that needs to review the webinar must enter their name and center and then press “View”.
  - Pressing “View” takes the individual to the webinar for viewing
- At the end of the Recorded Webinar, the participant must click on the link that is displayed on the screen that says “Post Assessment” and complete the post assessment.

The certificate will be mailed to the center within 30 days.

For questions, please email [EFSPProfessionalDevelopment@educationalfirststeps.org](mailto:EFSPProfessionalDevelopment@educationalfirststeps.org)