

## DODD's Policy on Continuing Professional Development for DODD Webinars

**Purpose:** This policy clarifies attendance requirements for viewing webinars to receive Continuing Professional Development (CPD) units.

1. Generally, credit is only available for attending **live** webinars, or webinars in which the participant logged in during a live presentation. Recorded webinars viewed as videos are generally not eligible for CPD credit. Exceptions are made when listeners participate in a follow-up review activity or discussion.
2. One (1) DODD **Continuing Professional Education/Professional Development unit equals sixty (60) minutes**. A minimum of one hour is required.

In order to receive CPD for attending a DODD webinar, attendees must show an in-session duration (the time an attendee was logged in to the webinar) of 60 minutes of presentation time. Attendees who show an in-session duration of less than 60 minutes will NOT receive available CPD units.

In-session duration can be tracked through reporting tools available with most online webinar services. Using GoToWebinar for example, the in-session duration can be found in the attendee report (see attached for GoToWebinar instructions).

3. Attendees who view a webinar as a group may have a supervisor confirm their attendance for the appropriate duration and receive CPDs.
4. CPDs must be requested within 90 days of the date of the webinar. Due to constraints of the automated system, CPDs requested after 90 days may not be available.

For questions, contact Maryjo at [maryjo.macewoodburn@dodd.ohio.gov](mailto:maryjo.macewoodburn@dodd.ohio.gov) or member of the training team.

## Finding the in-session duration time from GoToWebinar

1. Generate a report or open the report that is sent to the event organizer's email after the webinar.

From GoToWebinar's *Organizer Guide, Webinar Follow-Up: How to Access a Webinar Report*  
[http://support.citrixonline.com/en\\_US/webinar/all\\_files/G2W050002](http://support.citrixonline.com/en_US/webinar/all_files/G2W050002)

**Webinar History**

Search:

Sort By:

**Webinar**  
Change Settings:

Actual Date/Time	Attended Live
<input type="button" value="-"/> Mon, Jul 16, 2012 11:16 AM - 11:39 AM PDT	<b>361</b>
<b>Generate Report:</b> <input type="text" value="Attendee Report"/> <input type="button" value="Generate"/>	
<b>Attendee Interest Rating Overview</b> 125 highly interested 109 moderately interested 127 mildly interested	
<b>Attended Live: 361</b> Registered: 623 Attendance Rate: 62% Poll Responses: 125 Surveys Submitted: 157	
<input type="button" value="+"/> Mon, Jul 16, 2012 10:51 AM - 11:02 AM PDT	<b>0</b>

Recorded Webinar: [Manage](#) | [Generate Report](#) No Recording: [Add](#)

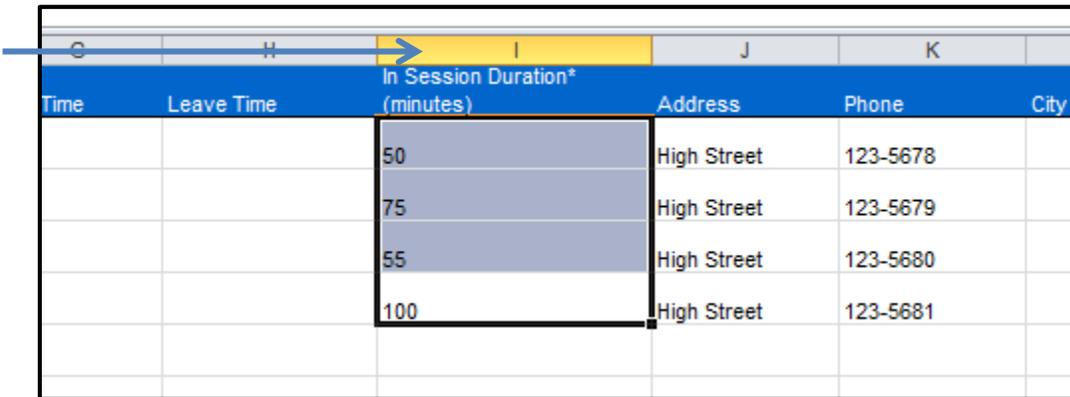
### Generate Reports

Organizers can get detailed webinar information by using the Generate Reports feature. This reporting feature allows organizers to view various statistics on webinars for any date range in either PDF, HTML or Excel® format.

#### Generate a report

1. [Log in](#) to your account.
2. In the left navigation, click **Generate Reports**.
3. Select the report you want to generate (see report descriptions in the following pages):
  - **Registration Report**
  - **Attendee Report**
  - **Performance Report**
  - **Recorded Webinar Report (GoToMeeting Corporate plans only)**
4. Click **Next**.
5. Select the Date Range.
6. Select a webinar.
7. Select the Report format (PDF, HTML, **Excel** or Comma Delimited Text).
8. Click **Generate Report**. Your report will load in a new window.

2. Open the Excel file.
3. Locate the **In Session Duration** column. Click the column header to highlight the entire column.

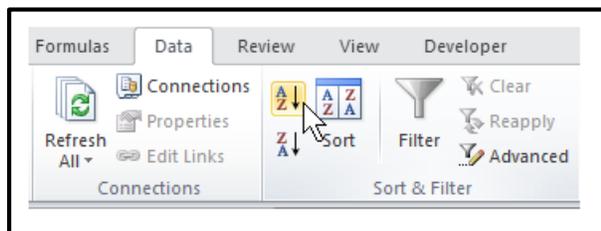


The screenshot shows an Excel spreadsheet with the following data:

Time	Leave Time	In Session Duration* (minutes)	Address	Phone	City
		50	High Street	123-5678	
		75	High Street	123-5679	
		55	High Street	123-5680	
		100	High Street	123-5681	

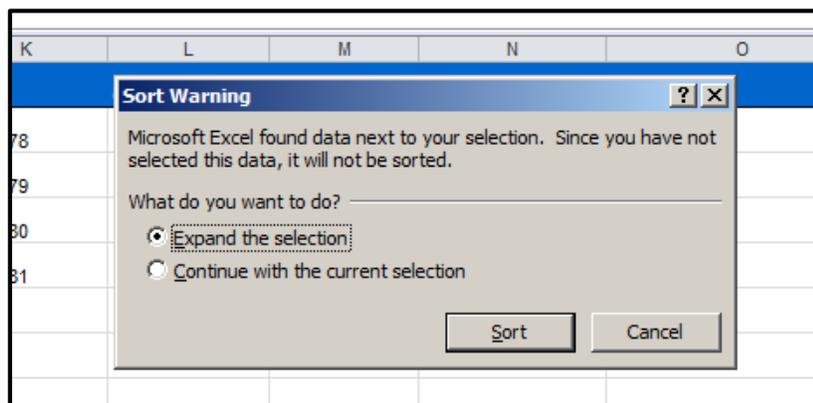
The 'In Session Duration' column is highlighted in yellow, and a blue arrow points to its header.

4. In the tool bar at the top of your screen click **Data**, then **Sort & Filter**.



5. Click  to sort in descending order.

6. A sort warning will appear. Choose **Expand the selection** and click **Sort**.



Now that participants have been sorted based on their in-session duration, participants with the required in-session duration can be awarded CPDs.