



Getting DFS CE Credit for a Webinar

Here's a summary of the rules and procedures that must be followed when taking a webinar course in order to receive DFS CE credit

1. **Individual Registration.** Every person must register individually and take the course on a separate computer.
2. **Two-Step Registration Process.**
 - a. You must register through the appropriate Event Link on www.flta.org, and provide all of the requested information (including your DFS Agent License Number – not your company's license number, which is different). Non-members must pay any fees for the course. Payment must be made by credit card or PayPal payments for webinar courses.
 - b. After registering on the FLTA site, you will receive a confirmation email from the FLTA service which includes links to the course materials (which you'll need on class day) and instructions for completing the second part of your registration. (Step 2)
 - c. To complete your registration for the Webinar, you must complete Step 2 and you must use the same e-mail address that you used for Step 1 (the FLTA registration). Your email address is how the meeting service tracks your attendance and will allow us to submit CE credits for you with DFS once the class is over.

3. **E-Mail with Instructions.**

After you have completed the second registration, you will receive an email (this time from the meeting service) **that contains the actual webinar log in codes.** The link is unique to you and should not be shared with others. You will have the option to listen to the class via your computer speakers, or there will be a phone number you can use to dial in, if you prefer. **The email will include a link to automatically copy all of the pertinent information into your outlook calendar. We recommend you click it.**

4. **The Day of the Course**

Even though it is a one hour course, we recommend you block an hour and a half as we will take questions and attempt to respond at the end of the formal presentation. We suggest you come with either printed copies of any handouts and resource materials or have them readily available as references on your laptop.

5. Proving Attendance.

To satisfy DFS requirements, we will stop and ask questions periodically to confirm that you are still attending the class. At the end of the course, you will be asked to certify that you attended the entire course. **If you don't respond to each of these questions within the time allotted, we will not be able to submit your license for DFS Credit, so PLEASE RESPOND TO ALL QUESTIONS!** Attorneys will submit their own CLE credits online in the normal fashion.

6. Difficulties and Refunds.

- a. We know a certain (hopefully small) number of people will have technical difficulties, not be able to log into the course, not be able to hear, or just not be able to attend because of a last minute emergency. We apologize in advance. Because we have a small staff at FLTA, everyone will be working to make the course run smoothly and will not be available to take your call and help with technical details during the time of the course. Emails to linda@flta.org may or may not get through during that time.
- b. Please email linda@flta.org if you need to request a refund and it will be sent to you by check. Because the service charges are almost as great as the refund requested, we do not issue credit card refunds through PayPal, and ask that you do not use their "Challenge" mechanism – but give us a chance to work things out the old-fashioned way.