



## CTRA Letter of Participation Procedures for Live and Recorded Webinars

### Live Webinars:

Members have the ability to gain a CTRA CEU Letter of Participation for participating in CTRA live webinar broadcasts. Please ensure you follow the procedures as outlined below, to gain your CTRA CEU Letter of Participation.

#### CTRA Members

1. Register for Webinar via GotoWebinar Registration Link
2. On day and correct time of webinar, login to the webinar using GotoWebinar Link
3. While participating in the webinar, write down the start and end codes
4. Complete the required questions on the Post-Test Survey and submit within 2 business days
5. Participants who complete the evaluation, provide the correct start and end codes and answer at least  $\frac{3}{5}$  question correctly on the required questions in the Post Test Survey will be awarded a CTRA CEU letter of participation.

### Recorded Webinars:

Members have the ability to gain a CTRA CEU Letter of Participation for viewing CTRA webinar recordings. To gain this letter, members are required to view the webinar recording within one month of the original broadcast date. Please ensure you follow the procedures as outlined below, to gain your CTRA CEU Letter of Participation

#### CTRA Members:

1. Login to the CTRA website: [www.canadian-tr.org](http://www.canadian-tr.org) (only logged in members can access the recordings for free)
2. Go to the CTRA Webinar and click on the "Recording" link for the Previously Recorded Webinar session you are interested in (recordings will be available for 1 month after the live webinar session).
3. Enter your name and email address to access the recording
4. While viewing the recording, write down the start and end codes
5. Complete the required questions on the Post-Test Survey and submit within 2 business days
6. Participants who complete the evaluation, provide the correct start and end codes and answer at least  $\frac{3}{5}$  question correctly on the required questions in the Post Test Survey will be awarded a CTRA CEU letter of participation.

Letters of Participation will be emailed out within 6-8 weeks of original webinar broadcast.

Special Note: CTRA Webinars are **not** NCTRC CEU Pre-approved. If you would like to ensure your education content meets NCTRC Requirements for recertification, apply to the certificant NCTRC Continuing Education Approval Process. Information link below:

<http://nctrc.org/wp-content/uploads/2015/02/CTRS-CE-Approval-Phase-III.pdf>