

LIVE ONLINE CPE EVENT GROUP MODERATOR FORM

This form is for groups of two or more individuals participating in an online CPE event together. The group must appoint a moderator who will answer polling questions/attendance prompts on behalf of all those in attendance and submit responses through the on-line webcasting application. The moderator will attest to the group’s attendance by completing the Moderator Information section below. Please note the event type, title, and date(s) where indicated below, and list the first and last name, and email address of each individual requesting CPE credit.

Please submit the moderator form immediately after the event and allow 3-5 business days after form submission for CPE certificates to be processed. An email will be sent to each attendee informing them their certificate is available.

For timely delivery of CPE certificates please ensure all participants listed are registered in advance of the event.

Event type: Gear Up Live Online Seminar CPL Webinar or Virtual Conference

Event title: _____

Event date(s): _____

Please print clearly-

First & last name of participants	Email address of participants

Continued-

First & last name of participants	Email address of participants

MODERATOR INFORMATION:

I am providing this form for continuing professional education credit (CPE). By signing this form, I attest that all individuals listed above were indeed present for the duration of the event and that we, as a group, responded to all attendance prompts presented to us.

I understand that by providing this documentation we will each receive a CPE certificate for the above referenced event as long as all participants are registered for the event and polling questions/attendance prompts are submitted through the on-line webcasting application.

MODERATOR NAME:	
COMPANY NAME:	
MODERATOR EMAIL ADDRESS:	
MODERATOR PHONE NUMBER:	

MODERATOR SIGNATURE

DATE

After the event, please submit your completed form via email.

For **Checkpoint Learning** events email: CheckpointLearningWebinars@CeriFi.com

For **Gear Up** events email: CheckpointLearning.LiveTraining@CeriFi.com

Please call 844-245-5970 if you have questions.

Payment verification will be obtained prior to issuing CPE certificates.