

# How it Works

Attending an IIABW webinar is as Easy as 1-2-3!

1

Register by mail or online at [www.wainsurance.org](http://www.wainsurance.org). Once your registration has been processed, you will receive an emailed order confirmation. 24 hours before the class, we will email you an invitation with the URL/link needed to enter the webinar at its scheduled time, a student outline, and webinar instructions. You can attend in your home or office.

2

With a computer, Internet access, Adobe Flash Player (a free download), and headphones or speakers, you can participate in a web-based classroom conducted LIVE. Group attendance is not allowed for Washington participants.

3

If you were logged in for the duration of the webinar and have answered all six (6) polling questions (two per hour), as documented in a post webinar report, IIABW will email your CE certificate and will upload your CE credit completion information to the Washington Office of the Insurance Commissioner. No exam is required for CE credit. It's really that easy!

## Frequently Asked Questions:

1. Q: *How will you know that I'm present?*

A: Roll call is taken twice each hour.

1st Roll Call Each Hour - All webinar attendees will participate the first time Roll Call is taken. When the question "Are you present?" appears in your chat box, please respond by typing "Yes" into the chat box and press the "Send" key.

2nd Roll Call Each Hour - The second time Roll Call is taken you will be asked by way of a private chat sent by the Course Administrator. When the question "Are you present?" appears in your chat box, please respond by typing "Yes" a second time into the chat box and press the "Send" key.

2. Q: *Are there breaks taken during the webinar?*

A: There will be a ten minute break every hour. The instructor announces when the break begins and ends.

3. Q: *Will I be allowed to ask questions?*

A: You communicate with the instructor or course administrator by typing into the text chat box. Questions for the instructor are welcomed, but optional.

Register online at [www.wainsurance.org](http://www.wainsurance.org)



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