



**IHCA
INCAL**

INDIANA HEALTH CARE ASSOCIATION
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IHCA/INCAL Continuing Education Program Attendance Policy

The Indiana Professional Licensing Board (IPLA) requires that sponsors of Continuing Education programs monitor the attendance of all programs in such a way that verification of attendance *throughout* the program can be readily assured. To obtain credit for an IHCA/INCAL sponsored Continuing Education program, attendees must successfully participate in and *complete* the entire program. In-person trainings are monitored by IHCA/INCAL staff or a designated representative and a check-in process. Webinar trainings are monitored by a minute-by-minute attendance monitoring technology system to ensure compliance with the IPLA requirements.

The National Association of Long Term Care Administrators / National Continuing Education Review Service (NAB / NCERS) requires the Provider/Sponsor to provide a means of monitoring attendance that will ensure that attendees only receive credit for time present at the seminar. At a minimum, this will include monitoring attendance throughout the day for all programs exceeding ½ day by recording attendance not only upon initiation and completion of the program but also at least once during the course of the program through a means identified and described by the Provider/Sponsor.

Webinars that are approved by NAB require a sign-in sheet. Sign-in sheets will be provided with the webinar connection information and related details.