How To Obtain a Webinar Certificate



Step One

Here are the necessary steps to obtain your certificate after participating in a live webinar





Step Two

To **qualify** for a webinar certificate, a minimum of 45 minutes of attendance is required

Step Three

Join the live web event from your confirmation e-mail or from a reminder e-mail that has been sent to you

Registration Confirmation

Dear Alex,

Your registration has been confirmed!

Event: NFPA 72 History: Understanding the Major Changes from the Last Decade & Beyond Webinar

Date: Wednesday, October 18, 2023

Time: 10:00 AM PDT / 11:00 AM MDT / 12:00 PM CDT / 1:00 PM EDT

Add to Google Calendar

Add to iCal or Outlook

System Check:

To ensure your computer is compatible for the live event, please perform a system check by clicking on the link https://zoom.us/test or by typing it into your internet browser. Please perform the system check on the same computer you will use for the live event.

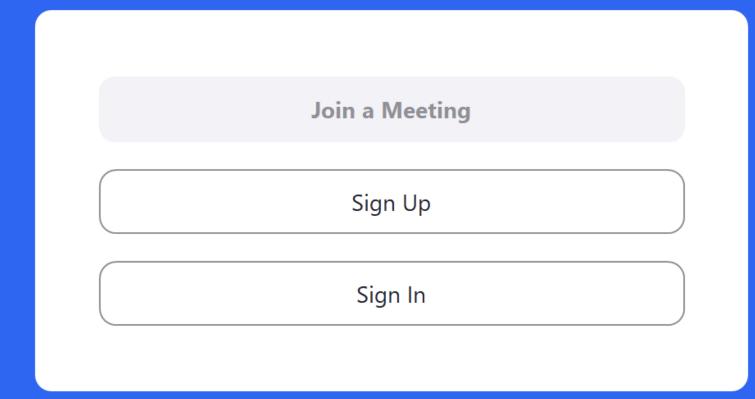
If your computer is compatible, you will receive a confirmation message on your screen and hear audio. Otherwise, please contact the Help Desk to resolve any issues.



Joining the Event:

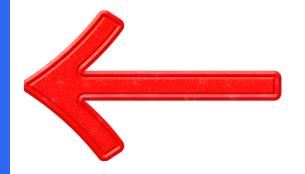
Join

zoom



Step Four

Attend the webinar for at least 45 minutes to be **eligible** for a certificate

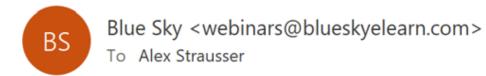


Step Five

Once the webinar is completed, you *receive* a follow-up e-mail containing a survey link

Follow-up e-mail example. Sign in is required to complete the survey.

30 Fire Alarm Shortcuts and Mistakes to Avoid Webinar Survey



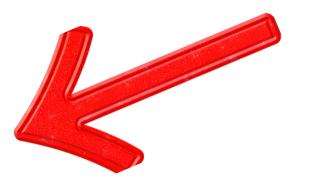
Dear Alex,

Thank you for attending our live webina of you would like a continuing education certificate, please complete the survey by clicking here. Sign in is required to view and complete the survey. Once you have completed the survey, you will be prompted to answer if you'd like a certificate or not and upon your selection, your certificate will be generated and available for download. If you are not a current AFAA member, a fee will apply for the certificate. Please reach out to Alex Strausser at alex@afaa.org with any issues.

	History: Understanding the Major Changes from the Las & Beyond Webinar Survey	t
	Page 1	next
Plea	se answer the survey questions. Upon completion, a certificate will be e-ma nonmembers and you will not receive your certificate until the purcha	-
id y	ou enjoy the webinar topic? *	
0	Yes	
0	No	
as t	the pace of the presenter too slow, just right or too fast? *	
0	Too slow	
0	Just right	
0	Too fast	
hat	other webinar topic(s) would you like to see AFAA present on?	
	Page 1	next



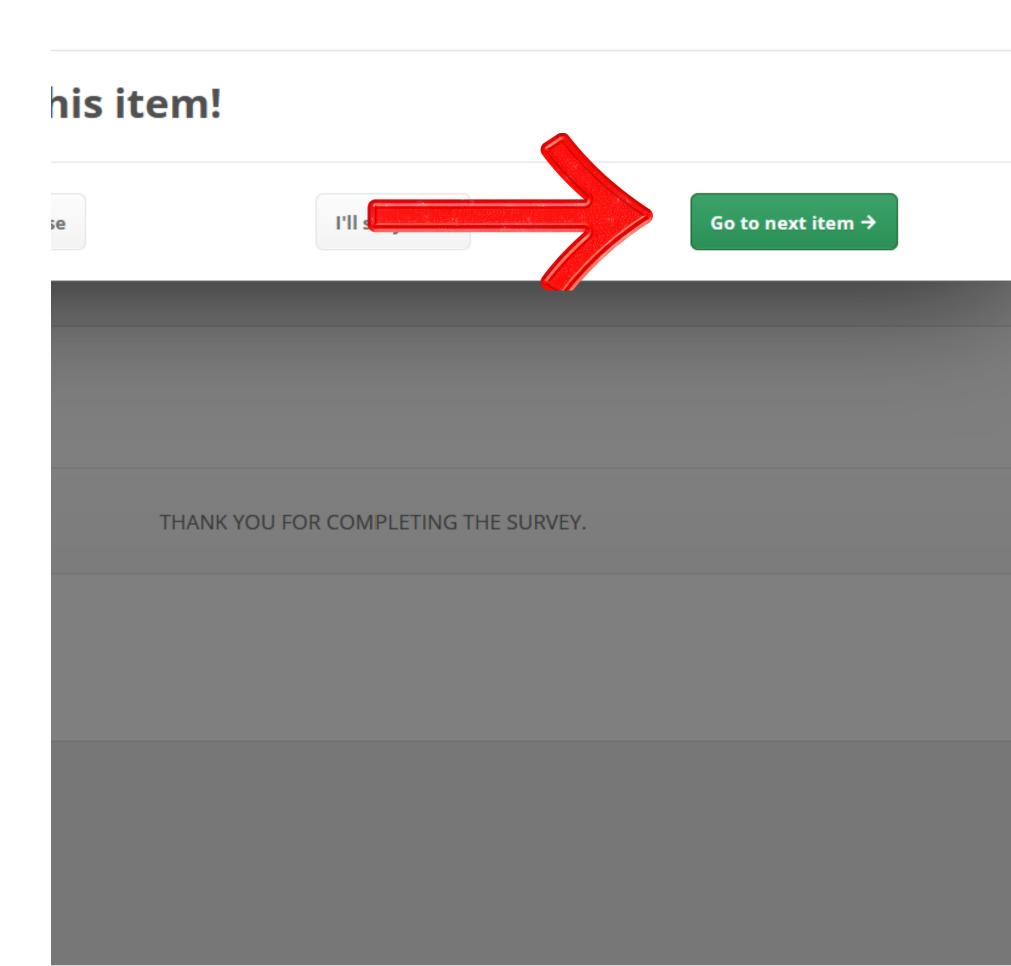
Click the link you received in the follow-up e-mail and complete the short survey, then click *next* and submit your answers



Sign in is required to complete the survey.

Step Seven

After completing the survey, clicking next and submitting your answers, please *Proceed* by clicking 'Go to next item'





Step Eight

Purchase or obtain your certificate. A fee will only apply if you are *not* a current member with AFAA.



Please contact Alex Strausser at alex@afaa.org with any issues.