

## Terms and Conditions for Category 1 online “Live” webinar

### IMPORTANT INFORMATION FOR CATEGORY 1 COURSES PLEASE READ CAREFULLY

Thank you for your interest in participating in a Category 1 “Live” webinar. As required by the Royal College of Dental Surgeons of Ontario (RDCSO), Category 1 courses have strict guidelines and members must satisfy the criteria for Core Courses, provided that the following requirements are met.

[RDCSO members guidelines](#)

#### 1. ATTENDANCE and ATTENTION

Confirm member's attendance for the full course presentation, the member logged into the presentation and was registered as being present from the beginning and through to the end of it. Course attendance for the entire webinar will be confirmed by periodic checks (polls questions) that must be answered by the participant. Regular polls will be conducted throughout the lecture. Polling questions are solely for the purpose to verify attendance and attention. The Quality Assurance Committee has set a **minimum requirement of 80% for responses** by each member.

#### 2. ASSESSMENT

A requirement of Category 1 courses is the completion of an assessment. Towards the end of a lecture, the assessment (URL link or a MS Word doc) will be distributed via the chat feature. Time will be provided to complete the assessment. The instructor will review the assessment during “class”. The **member “Dentist”** must complete the assessment and **email to [cde@schulich.uwo.ca](mailto:cde@schulich.uwo.ca) within 30 minutes** of the **end of the course**. A letter of attendance will be emailed to participants within 5-7 business days.

#### 3. IMPORTANT INFORMATION

- **The responsibility of participant to ensure a strong internet or WIFI signal.** Failure to attend fully or in part due to weak internet connections will not be accepted.
- **One computer per participant.** Do not to share your computer for viewing purposes since the polling feature will not acknowledge two separate viewers.
- **Register in advance. Use an email address you can access the zoom link** that will be **sent to you after you register in advance** for this webinar. A password & meeting ID will be included.
- **Ensure you can log-in to Zoom before the course date.** Have your credentials/password handy, that zoom is up to date. CDE is not responsible if participant cannot log-in to zoom on time due to technical issues.
- **Log-in to webinar a bit earlier.** This allows you to work through any issues before the course starts.
- **Log-In to Zoom using a computer for the webinar.** A cell phone is not recommended. Some features may not be available, you may miss poll questions, the chat feature where the link to download the assessment to complete for Category 1 credit.
- If you are new to zoom, familiarize yourself with basic functions. [Getting started guide HERE](#)