



PROFESSIONAL  
DEVELOPMENT  
WEBINARS

**REGISTRATION-INVOICE**

Name and Date of Webinar:

\_\_\_\_\_

Registration Fee: \$45.00 Each

Purchase Order No. \_\_\_\_\_

ALL registrations require a purchase order number to be processed to secure your registration to attend webinar.

NAME	TITLE	Email (Required!)	Address (Required)

Make Check Payable to:

**\*\*NOTE NEW MAILING**

**ADDRESS**

LCB Services

P.O. Box 565

Riegelsville, PA 18077

Email: lbarton@lcbsonline.com

**\*Cancellation Policy: Any cancellation after registering at no less than two (2) days prior to the webinar will be considered timely and a refund/no charge will be issued. Any cancellations after the deadline will NOT be refunded and payment in full will be billed and due.**

**Claimants Certification & Declaration**

I do solemnly declare and certify under the penalty of the law that the within bill is correct in all its particulars, the articles have been furnished or services rendered as stated herein, that no bonus has been given or received by any person or persons within knowledge of this claimant in connection with the above claim and that the amount charged is a reasonable one.

*Laurie A. Barton*

\_\_\_\_\_  
Laurie A. Barton, Program Coordinator/Owner

**Schedule:**

9:30-11:30

**Presenters:**

Laurie A. Barton, Instructor

**Registration Fee: \$45.00**

**Invoice/Register:**

1. Fill out the invoice/registration form and email to: [lbarton@lcbsonline.com](mailto:lbarton@lcbsonline.com)
2. Upon registration through Zoom, you will receive an email confirmation from "ZOOM" with a personalized link that will allow you to log in to the webinar at the scheduled time. If you do not receive a link, please email LCB Services at [lbarton@lcbsonline.com](mailto:lbarton@lcbsonline.com)
3. At the time of webinar, click the link provided in the confirmation e-mail and you will be automatically directed to the virtual classroom(webinar).
4. Attendees must sign on to the webinar at the specified time. Any attendee that signs in after the start of the webinar may not be eligible for credit.
5. **Cancellation Policy: Any cancellation two (2) days before the webinar will be considered timely and a refund will be issued. Any cancellations after the deadline will NOT be refunded.**

CEUs Approved: 2 contact hours for each webinar of subject. Registration or links to webinar cannot be shared. Credit and access will only be given to those who register.

**REMINDER-Please be sure to check your junk/spam folder for email confirmation and reminders from ZOOM.**

**WEBINAR CEU Credits Information**

The requirements to receive CEU credits for webinar is listed below. Please note, these procedures are for **LIVE WEBINARS that have approved CEU credits!**

**Attendance-** All attendees must be present for the entire webinar. Signing in late or signing out early may result in loss of credit.

*Taking notes is encouraged however this is to be done with pen and paper and not by using Microsoft Word or other programs on the same computer as this will cause you to be marked inattentive which will then result in loss of credit.*

**Poll Questions** consists of poll questions that will be inserted into the webinar randomly. The poll questions will be based on the materials presented within the webinar. You must answer to qualify for credit. Answers can be emailed to presenter and/or typed in chat box in ZOOM if unavailable to answer the on screen poll question.

*Once webinar has ended, we will review each attendee based on the three criteria above. If attendees have met all three of the requirements a certificate of attendance will be e-mailed within the next two weeks after program.*