



AICI CEU WEBINARS 2018 Policies and Guidelines



Policies and Guidelines for Webinar Trainers (2018)

- Webinar courses will be a minimum of (2) 90-minute sessions (.3 AICI CEUs) and a maximum of (10) 90-minute sessions (1.5 AICI CEUs). Trainers determine the length of their courses but need to ensure they have an even number of webinar sessions, so that full AICI CEU credit hours can be earned. Trainers are responsible for having their own programs CEU-approved by AICI.
- Trainers can either apply to have an existing program, or create a new webinar program to be approved for AICI CEUs. Trainers are responsible for paying to have all webinar programs AICI CEU approved, in accordance with our AICI CEU payment schedule.
- Trainers are responsible for finding interactive webinar software to run their pilot program with three participants in attendance. Trainers can use a free version of software that encourages participant learning (Example: AnyMeeting). For the actual AICI webinar delivery, trainers are to use the **Adobe® Connect Pro** software managed by AICI HQ.
- Participant evaluations from the pilot webinar must be completed at the conclusion of the program to verify the value of the training and its appropriateness as a webinar.
- AICI Webinar Trainers will agree to a three-month exclusive with AICI for their approved webinar.
- Trainers will maintain all intellectual property rights for their webinar programs.
- Trainers are responsible for scheduling a Train-The-Trainer session with AICI HQ on using the Adobe Connect Pro webinar software. The training must take place **no less than six weeks before the webinar program.**
- AICI Webinar Trainers must be prepared to present to a minimum group of 6 participants and maximum of 15. This number is set because of technology costs.
- **AICI does not allow selling or marketing during AICI Webinar CEU-approved sessions.** The focus of the webinar sessions is always on learning. However, at the completion of the

final webinar program three minutes are allowed for marketing any products or services using the Opt-in approach.

- Trainers are required to send handouts out to the session participants 7 days prior to the scheduled webinar.
- A sample of PowerPoint slides and handouts are required as a part of the AICI CEU application process.
- For trainers who present in another language besides English, the Training Plan and bio must be translated into English. The marketing and the testimonials can be written in the trainers' native language.
- Any trainers who are not currently a CIP or CIM must send Liz Weinstein, Ph.D. CEU Administrator, an application, bio and description of what they propose to present. Both Liz and Clare Maxfield, CEU Chair, will make a decision as to whether the individual has the credentials to teach the course.
- AICI HQ is responsible for all marketing of the course, registering participants, collecting fees, setting up the Adobe® Connect Pro software and providing the presenter webinar software training.
- The plan is to offer 2 webinar programs a month, so one program may be running simultaneously with another program. All programs will be listed as far out as possible, in the AICI CEU Provider Education Calendar.
- On occasion, members may not be able to attend a live webinar. In order to benefit from the webinar program, members may listen to a recording of the webinar in their own time (On-Demand Webinar). To earn AICI CEUs by studying an On-Demand Webinar, participants must: a.) answer at least six questions, that are based on each of the course learning outcomes; b.) record the code that the CEU Provider has included during the webinar and c.) complete a Participant Training Evaluation.
- At the beginning of the live webinar the CEU Provider must announce that the webinar is being recorded and that participants should be sensitive about what they share because, at a later date, the webinar will be shared with a broader audience.
- When a CEU Provider receives a completed worksheet and Participant Training Evaluation for an On-Demand Webinar, she/he must follow up with the participant to answer any questions about the course.

Webinar Calendar Scheduling

Alheli Valerio will be in charge of scheduling the 2018 AICI CEU Webinar Training calendar. This will prevent similar programs from being offered simultaneously.

Scheduling will be on a first come, first serve basis and all programs will be offered at least once a year.

- We encourage our AICI CEU Webinar Trainers to offer their webinars at different times and in different languages, so that all of our AICI members across the globe have an opportunity to take advantage of these programs and earn AICI CEU's.

Compensation

- Webinar fees are collected by AICI. Attendees register online and members pay a fee of \$ 1.00/minute per AICI CEU webinar minute and non-members pay 30% higher rate.
- Webinar trainers are compensated 70% of the collected revenues, paid within two weeks of all of the completed paperwork being turned into AICI headquarters. If trainers are co-presenting, payment will be split equally between speakers.
- AICI would like to ask you to; consider donating 5% of your webinar income to the AICI Angle Fund to help support future AICI educational programs.

Cancellation

Once the **AICI Webinar Trainer/Presenter Agreement** from has been signed, cancellation of the webinar by the Trainer will be considered a breach of contract. It is acknowledged that in the event of such cancellation, AICI will suffer harm, and the Trainer will therefore pay to AICI, as liquidated damages, the following amounts;

- 59 days or less – Full session payment fee \$300.
- Sanctions – any speaker, who cancels after the **AICI CEU Trainer/Presenter Agreement** is signed, will be prohibited from speaking at the next two AICI Annual Conferences.

The AICI Webinar Committee reserves the right to cancel/reschedule a webinar if, one week prior to webinar date, less than 6 people are registered for the class.