

Group Proctor Form - Webinar Attendance Verification for CPE

A Group viewing includes one paid registration (includes one CPE certificate) with multiple participants who view the webinar via the individual registration link. If attending a Drake webinar as a Group, submit a Group Proctor Form after the webinar to request additional CPE certificates for the group participants. There is an additional fee for each additional participant's CPE certificate (price varies per webinar).

- The original registrant is considered the Proctor and must provide their name, webinar details, and signature to verify participant attendance.
- Complete the "Participant Information" section of this form (page two available for larger groups).
 - **Name** - Enter the name of each participant.
 - **Username** - Enter the participant's Drake e-Training Center (ETC) username (used to log into their Drake ETC account). To create an account, visit DrakeETC.com.
 - **Signature** - By signing, the participant verifies that they were present and viewed the entire webinar. If the participant was present for a period shorter than the duration of the webinar, the participant will indicate this here.
- After the webinar, fax the form to 828-349-5713 or email to Education@DrakeSoftware.com.
- CPE will be available for purchase on DrakeETC.com within three (3) business days after submission of the form. To print CPE, each participant must log in to their Drake e-Training Center (ETC) account, go to the Webinars page, to submit payment and print CPE for the event.

Original Registrant's Name (Proctor)			
Webinar Title			
Webinar Date			
Webinar Time			
Proctor's Signature:		Date:	/ /
<i>By signing, I verify that all attendees listed attended the group viewing of the webinar.</i>			

Participant Information

Name:	Username:	Signature:

