

## Newtown Public School Webinar Guidelines

What is a webinar?

Webinar is short for **Web-based seminar**. It is a presentation, lecture, or seminar transmitted over the Internet. Typically, all you need is a computer with Internet access and a phone (with speaker) to participate in a webinar.

Webinars are presented for a wide variety of topics. The following are sources for webinars in which you may be interested:

- Your professional associations
- ASCD (Association for Supervision and Curriculum Development)
- Email lists
- Colleagues
- Professional journals
- NPS Professional Development committee members (who will share any information they receive )

The following are the requirements for participating in a webinar as developed by the Professional Development Committee. All applicants must complete the following:

- A CEU request form 2 weeks in advance unless webinar information is not received within that time frame. If you have not been made aware of the webinar within that time frame, include a printout of the email offering with the CEU form highlighting the date received.
- Provide documentation about the offering whether it is from the Internet or a mailing.
- Provide documentation of completion, if available from the provider.
- Complete reflection, within 3 days of taking the webinar.
- Maintain a log of webinars taken if the clock hours are 1 hour long. (We cannot provide CEUs for webinars in increments less than 1 hour.)
- After 2 hours have been accumulated, submit that information documenting the webinars, dates and clock hours to Bev Schaedler. (This needs to be done IN ADDITION to submitting all the above forms.)
- Please Note: If webinars are not related, you must submit your request for CEUs within a 3-month time frame. Related webinars, those done in sequence or directly tied to the same goals, can be submitted when both are completed without regard to the 3-month requirement.

Additional information:

- Many webinars are free but some carry a fee. We recommend that applicants go through their school's Professional Development process for payment as they would for any other PD opportunity outside of the district offerings.
- Webinars do not need to be related to one another to receive CEUs. For example, if you take two unrelated 1-hour webinars, you can still submit for .2 CEUs. However, as noted above, unrelated webinars must be completed and submitted within a 3-month time frame.