VIRGINIA SOCIETY OF TAX & ACCOUNTING PROFESSIONALS "Count On Us"

Group Proctoring Form

For Group Internet Based programs, companies who *would* like to view the webinar in a group setting may complete this group proctoring form to document attendance. Each person must be REGISTERED and PAID regardless if CPE is needed or not.

Instructions:

1. One person must be logged into the webinar. This person is the "group proctor."
2. The group proctor is responsible for completing the CPE eligibility requirements on behalf of everyone in the group setting, including answering the polling questions.
3. The group proctor should type/print participants' first name, last name, and email to ensure legibility before printing and passing around for participants to sign. We need to be able to read each line without issue. Use additional sheets for additional names.
4. This form must be submitted by email to asv@virginia-accountants.org or faxed to 888-403-0920 within 24 hours of the webinar.

TITLE OF WEBINAR: _____

DATE OF WEBINAR: _____

Full Name (Typed or Printed)	Email (Typed or Printed)	Signature

As group proctor, I verify and certify by signing below that all participants listed on this attendance sheet participated in the entire webinar and should be awarded CPE credit.

Group Proctor Signature: _____ Date: _____

Printed Name of Proctor: _____

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