Workshop Requirements

Requirements for PWR!Moves® Virtual Workshops
Payment must be received in full at least 24 hours in advance of the workshop start for the participant to be admitted to the workshop.

To participate in a PWR!Moves virtual workshop, you will need access to the following:

- A computer with a webcam, speakers (audio), and a microphone
- A reliable internet connection that can support live streaming
- We recommend using Google Chrome, Microsoft Edge, or Safari to stream the workshop. Please note: Internet Explorer is not supported.

We recommend you use a computer with a hard-wired high-speed internet connection. If that's not possible, the next best option is using a computer with a Wi-Fi connection. The final option that will work well is using a tablet with a Wi-Fi connection. Due to participation needs, we strongly recommend **against** using a smart phone to stream the workshop.

If you are concerned about your device or connection, click here to see a list of Zoom's supported devices.

Pre-Workshop Checklist
Before your live virtual PWR!Moves workshop, complete the checklist below to ensure the best live streaming experience. We will not be available to troubleshoot individual connection issues during the workshop—please troubleshoot before the workshop.

- **Know what time your workshop will start in your local time zone**
  - We offer workshops with different start times and to participants in different time zones.
  - It is your responsibility to determine when the workshop will start in your local time.
- **Do a trial run of Zoom on the computer you will use for the workshop.**
  - Zoom offers a robust library of video tutorials, which you can access by clicking here.
- **Check audio (speakers), video (camera), and connection to Zoom.**
  - You are required to use your webcam during the entire workshop.
  - It is a CEU requirement that you have the camera on during the entire workshop.
  - 100% attendance is required to be awarded continuing education credit, a PWR!Moves certification, and certificate of completion.
  - If you are experiencing trouble with your webcam, click here to access Zoom's camera settings troubleshooting page.
- **Complete your DocuSign packet and Pre-Workshop Questions**
  - You will NOT be admitted into the workshop without your completed DocuSign packet.
  - You'll be required to upload an image or yourself and photo identification prior to the workshop.
- **Join the workshop at least 20 minutes early to allow for any difficulties logging in.**
  - For attendance verification, your display name in the Zoom meeting should match the name on your registration.

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During the Workshop
Your workshop will be moderated by a member of the PWR! Education team. You will receive multiple emails in the days before the start of workshop with link to join the workshop via Zoom. If you do not receive an email from PWR! at least one hour before the workshop start time, please email workshopsinfo@pwr4life.org. Emails are sent to the primary registration email address – be sure to check your junk/spam folders if you are not receiving them.

Attendance
Attendance is verified each hour of the entire workshop by the workshop moderator. You must have your camera on and be viewable onscreen. Your attendance is required for the entire workshop to earn continuing education credit, a PWR!Moves certification, and certificate of completion.

If you are not viewable onscreen or if your camera is off for more than 10 minutes, the moderator will attempt to contact you privately via Zoom chat, phone, or email. Your moderator will contact you twice, 5 minutes apart. If you do not respond within 5 minutes of the second attempt to reach you, you will not receive CE credit for the workshop.

If you are logged out of the workshop due to technical issues, you will need to log back in immediately. You will be placed in the waiting room upon logging back in and the moderator will allow you to re-enter the workshop. Failure to log back in will prevent you from receiving CE credit for the workshop.

Inability to Complete Workshop/Partial Attendance
PWR!Moves workshops hold a high accreditation standard and credibility with multiple state boards, the NCCA, and other credentialing entities. As such, we do not offer a completion certificate or certification for workshops that were not fully attended. If someone begins a workshop and is unable to attend it in its entirety, we will offer to reschedule that person to a future workshop date (with a $100 transfer fee). However, the same full attendance expectation must be met to be certified by any rescheduled workshops.

After the Workshop
All PWR!Moves certifications are valid for three years. To receive your certificate of completion and be considered PWR!Moves certified, all elements of the workshop must be completed. In addition to meeting the attendance requirements as presented in policy, all participants must complete the following for their workshop type:

Therapist Certification Workshop:
- Therapist Workshop Prework
- Therapist Post-Workshop Assessment
- Workshop Survey

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Workshop Requirements

Therapist Recertification Workshop:

- Workshop Survey

Instructor Certification Workshop:

- Instructor Workshop Prework
- Workshop Survey

Instructor Recertification Workshop:

- Workshop Survey

Failure to complete these elements will prevent participants from earning their PWR!Moves certification.

If you have any questions or need any assistance, please email the Education Department at workshopsinfo@pwr4life.org.

Acknowledgement

My signature below confirms that I have read, understood, and will adhere to the Workshop Requirements

Signature _____ Date _____

Name _____

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