



## CEU Procedure for TN Strong Families Webinars

1. **Registration:** Register on Zoom Webinar using your own email address and professional details (full name, organization, job title). Using someone else's registration link to join the meeting will prevent you from receiving CEU credit.
2. **Attendance:** Earn one CEU for a minimum clock hour (55 minutes) attended. Attendance will be tracked using Zoom Meeting and Registration reports.
- c. **Camera Requirement:** Please keep your camera on for identity verification. Report any camera issues to [strongfamilies@utk.edu](mailto:strongfamilies@utk.edu) right away.
- d. **Disconnection:** If you are unexpectedly disconnected from the meeting, you should notify the training coordinator immediately by emailing [strongfamilies@utk.edu](mailto:strongfamilies@utk.edu).
5. **Post-Training Requirements:** After the session, complete and send the Attendance Affidavit, post-test, and training evaluation to [strongfamilies@utk.edu](mailto:strongfamilies@utk.edu) within 5 business days.
6. **Grading Criteria:**
  - Accuracy of information and understanding of key concepts covered in the training.
  - Depth and quality of analysis presented in your answers.
  - Application of knowledge to practical scenarios and problem-solving.
  - A minimum score of **80%** (or 4/5) is required to pass this post-test and earn CEUs.
  - You may refer to the training materials while completing the post-test.
7. **Certificate Issuance:** Once attendance and post-test completion are verified, a CEU certificate will be emailed to you.
8. **Reporting:** Attendance and post-test results will be reported to the NASW CEU board within 60 days.

For any issues or questions, email [strongfamilies@utk.edu](mailto:strongfamilies@utk.edu).

\*\*Social workers are cautioned to review the licensure law as only **9 hours** may be granted for multi-media courses during each calendar year.