



1. GENERAL

- ✓ Please add your First Name, Last Name (full name) and if it applies, the name of your organisation or centre in the Chat Room.
- ✓ Sign in to the Chat Room with the **same name that you have used to register for a particular webinar.**
- ✓ It would be great if you could check the spelling of names, as WCFID Attendance Certificates are issued in the name/s of the attendee/s as listed in the Chat Room.
- ✓ If there is more than one attendee from an organisation or centre, add the full names of **all** attendees.
- ✓ Please turn off your camera and mute your microphone, this helps to keep the internet stream stable.
- ✓ If you have a question, please add it to the Chat Room. The WCFID Facilitators may group related questions, to make it easier for presenters to answer them.
- ✓ For technical assistance during the webinar, please e-mail Ruth Nugent: trainer@wcfid.co.za

2. CONTINUING PROFESSIONAL DEVELOPMENT (CPD) POINTS

Please note for courses where **CPD points** are pending, the WCFID will only request payment from you once approval for **accreditation has been received from the statutory/professional bodies**. Those who have registered for CPD points will be notified of the approval via e-mail, together with the WCFID banking details for payment.

Your CPD certificate will be forwarded to you after your e-mailed notification of payment has been received by Ruth Nugent: trainer@wcfid.co.za

3. RECORDED WEBINARS

Bookings for WCFID training, close half an hour before the start of the scheduled training session. If you have missed a session, you are welcome to request links to recorded webinars, note that terms & conditions may apply.

To request a link to a recorded webinar, please connect to: <https://wcfid.co.za/training/> to complete a Request Form.

Should you have any questions contact Ruth Nugent: trainer@wcfid.co.za or Shakira Lakay:

coordinator@wcfid.co.za

