



Western Cape Forum for Intellectual Disability

WESKAAP FORUM VIR INTELEKTUELE GESTREKTHED — IQUMRHI LE NTSHONAKHLOLE LOKHUBAZISO NGENGOQONDO

— ADDING SKILLS • ADDING KNOWLEDGE • ADVANCING RIGHTS —



## 1. GENERAL

- ✓ Please add your First Name, Last Name (full name) and if it applies, the name of your organisation or centre in the Zoom 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 Shakira Khan at: [coordinator@wcfid.co.za](mailto:coordinator@wcfid.co.za)

***General Attendance Certificates and CPD/CPTD Attendance Certificates, whichever is applicable, are available for those who attend for the full duration of a training session (this includes in-person attendance). Payment for training must have been received by the WCFID.***

## 2. CONTINUING PROFESSIONAL DEVELOPMENT (CPD) & CPTD (TEACHER DEVELOPMENT) POINTS

- Where CPD/CPTD points are pending, the WCFID will request payment from you once approval for accreditation has been received from statutory/professional bodies.
- Those who have registered for CPD/CPTD points will be notified of the approval via e-mail, together with the WCFID banking details for payment.
- Your CPD/CPTD certificate will be forwarded to you after your e-mailed notification of payment has been received by the WCFID. Please e-mail notifications of payment to: [coordinator@wcfid.co.za](mailto:coordinator@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: [coordinator@wcfid.co.za](mailto:coordinator@wcfid.co.za)

