

# How it Works

Attending a MAIA webinar is as Easy as 1-2-3!

1

With a computer, Internet access, and speakers or headphones, you can attend a web-based class conducted LIVE. We commend using the **newest version of Google Chrome** for the best webinar experience. Register and sign in on an individual basis. Attendance is verified by the course administrator. **No exam** is required for CE credit.

2

**Two Easy Ways to Register:** Register by mail or online at [www.moagent.org](http://www.moagent.org) and use a credit card. The registration fee is per person. Registrations must be received at least 48 hours (two business days) prior to the webinar you wish to attend. Once your registration has been processed, you will receive an emailed confirmation. **Approximately 24 hours prior to the class**, we will email you an invitation with the URL/link needed to enter the webinar at its scheduled time, a student outline, and webinar instructions.

3

After the conclusion of the webinar and the completion of the required documentation, the Missouri Association of Insurance Agents (MAIA) will file your CE credit with the Missouri Department of Insurance. It is really that easy!

## Frequently Asked Questions:

1. Q: *If we attend as a group, how will you know everyone is in attendance?*

A: Upon entering the classroom, type the full name of each registered participant into the text chat box at the bottom of the computer screen. The course administrator will ask a poll question (for attendance purposes), at random times during the webinar, such as 'Are You Present?' and each participant must respond by typing his or her full name and 'Yes' into the chat box.

2. Q: *Are there breaks taken during the webinar?*

A: There will be a ten minute break every hour. The instructor announces when the break begins and ends.

3. Q: *Will I be allowed to ask questions?*

A: You communicate with the instructor or course administrator by typing into the text chat box. Questions for the instructor are welcomed, but optional.

4. Q: *Will there be an exam?*

A: MAIA's webinars count as classroom CE credit hours; no exam is required.

Register online at [www.missouriagent.org](http://www.missouriagent.org)



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