

## **Important Information About Participation in the Rebroadcasts**

The State Planning Education Advisory Committee has stated that the viewing of any rebroadcasts or tapings **requires the presence of a proctor**—a person who is exempt from the educational requirements (i.e., certified as an AICP; holds a master’s or doctorate in planning; or is licensed to practice law in this state) and has filed an exemption form with the clerk to council. Also, any planner working for a COG who has the above credentials may serve as a proctor.

If you do not have someone in your county who can act as proctor, please call Lisa Maseng at 1-800-922-6081, and she will try to locate a proctor for you.

### **To participate in the Rebroadcast(s)**

- Identify a coordinator to arrange the logistics prior to the rebroadcast and to be on site the day of the rebroadcast. **If desired, the “proctor” can fill the role of coordinator.**
- Visit [http://www.scetv.org/education/nts/etv\\_downlink\\_sites.cfm](http://www.scetv.org/education/nts/etv_downlink_sites.cfm) for a complete list of SCETV satellite downlink sites. If you plan to view one or more of the rebroadcasts, the coordinator needs to contact the satellite viewing site and arrange equipment and seating for participants.
- The coordinator needs to reproduce one copy of the agenda and handout materials for each participant. **Handout materials are available on our website.**
- The coordinator should arrive at the viewing site at least 30 minutes prior to the rebroadcast to confirm that all equipment is working properly. **If you have technical problems, please call 1-888-761-8132.**
- All participants should arrive at the viewing site at least 15 minutes in advance. It’s a good idea for coordinators to have snacks and beverages available for participants. The coordinator should provide each participant with an agenda and set of handouts.
- **Because these are “rebroadcasts,” there will be no call-ins. The role of the proctor is to facilitate discussion among participants during the question-and-answer segments.**
- There are scheduled breaks during each teleconference. Participants need to be reminded that they must return prior to the start of each segment.

**After the rebroadcast,** the coordinator should provide each participant with a certification form to complete and return to the clerk to council, who is charged with the responsibility of record-keeping for this training. The State Education Planning Advisory Committee’s suggested model certification form for attendance is also available on our website. You may adopt your own form, but it must substantially conform to the model.

If you would like to provide participants with certificates of participation for their file, that is up to each entity’s discretion. SCAC will only provide certificates for live broadcasts.

If you have any questions, please call Lisa Maseng or Kathy Williams at 1-800-922-6081.