

## LIVESTREAM ACCESS INSTRUCTIONS

### Jack, Joseph & Morton Mandel School Field Instructor & Task Supervisor Training

August 31, 2018

The training can be accessed via the following Livestream link:

<https://case.edu/livestream/s1>

Required forms, training slides and handouts will be posted at:

<http://msass.case.edu/fieldedu/field-instructor/>

### CEU Instructions for Livestream Participants

In order to meet Ohio CSWMFT Board requirements, Livestream participants **must complete each of the following steps:**

1. Sign in at the beginning of the training via the Livestream Chat function. The training starts at 9:30 a.m. (EST)
2. Sign out at the conclusion of the training via the Livestream Chat function. The training is scheduled to conclude at 12:45 p.m. (EST)
3. When signing in and out, please be sure to include your first and last name as the official record of your attendance.

The Livestream Chat function will automatically timestamp your sign in and sign out time. Should you be unable to sign in using the chat function, please send an email at the beginning and conclusion of the training to Rachel Anderson [rea54@case.edu](mailto:rea54@case.edu) to verify your attendance.

4. Successfully complete the required training post-test. Please use the following link to complete your post test via Google forms:  
<https://goo.gl/forms/J8xmPf9iMPyzyx6tB3>
5. Complete the training evaluation using the following link:  
<https://goo.gl/forms/UtZw0PO7ZFP7fzoJ3>

*Certificates will be emailed to participants that have completed all of the required steps within 4 weeks. Thank you for your participation!*