

## **ZOOM MEETING PROTOCOL FOR CF CREDITS**

### Recommended Process For Meeting Host:

1. At the end of the Zoom meeting, announce a “keyword” for users to confirm attendance
2. Have those interested in CE credits email back to you, the following:
  - a. Full Name
  - b. Email (SAF Email on Record)
  - c. SAF or CF Number
  - d. Meeting attendance keyword
3. Host compiles the attendance list and then forwards to SAF National for credit ([cf@safnet.org](mailto:cf@safnet.org))
4. Host will email the certificate of attendance back to the attendee

### Documents Supplied to Host by Mick Sears:

1. The standard 3 forms:
  - a. notice for your files
  - b. sign in sheet – will formatted for WORD so you can type in the required information
  - c. certificate – to be emailed to CF attendee