NJ Law & Ethics Course
Live Webcast Requirements

In addition to meeting all other applicable standards and requirements for a live course, a webcast must employ some type of monitoring device to verify ALL participants are participating during the duration and require a live instructor while the program is being presented. The following information must be submitted to the Board for consideration:

A. Procedures for monitoring attendance/participation during the webcast. Specifically, you should address:

   1. How do you verify who is attending/logging-in to the webcast?

   2. Pre-testing and post-testing participants

   3. Whether and how you monitor continued attendance/participation throughout the webcast: Oftentimes in an internet-based program, the instructor lacks visual advantage. Therefore, an alternative monitoring device to track "active" participation during the presentation is required. Alternative monitoring devices could include, but is not limited to, the following:

      a. Participants could be provided a password to be entered at irregular intervals;

      b. Simple questions could be asked and answered using the Web interface;

      c. Feedback-oriented questions could be asked at distinct intervals.

B. Describe the methods used to evaluate the effective and overall quality of your webcasts. Describe how course evaluations will be issued and collected. (This must be required in order to receive a certificate.)

C. Describe how certificates will be issued.

D. Certify the following:

   1. The webcast will have a live presenter conveying the information to the participants.

   2. The course material approved in the prior submission will be the basis of the presentation.

   3. Polling questions will be asked of every participant no less than 2 times per credit hour and must have a 75% response rate to receive credit.

   4. Records for attendance, responses, pre-test and post-test results will be maintained in accordance with the guidelines for a 5-year period.

Once you have submitted the required information, the Board will make a determination and inform you of its decision. If approved, a representative of the Board may audit your first webcast.