



Agents & Brokers Education Network

Please Note: The Agents and Brokers Education Network (ABEN) is not a licensed sponsor or provider of approved insurance continuing education and this certificate is not intended to satisfy the CE requirements or insurance regulations of any state.

*****Important CE Credit Information*****

In order to receive a Certificate of Completion for participating in today's webcast, you will need to document your participation during the program. As you watch today's webcast at your computer, ***you should be looking for four, unique, Attendance Verification code letters***,

Each part of the code consists of a ***single letter*** (that is, "A", or "B", etc. through "Z") that will be broadcast several times during a portion of the course. Each letter ***will appear in the viewer***, as an overlay on top of the video. If you choose to enlarge the speaker's image in the viewer to full screen, you will still be able to see the code letter.

Together, these ***four letters form a four-part code*** that documents your participation in this CE program. Each part of the code will be repeated several times, randomly during a section of the program. The code letters will be broadcast multiple times, beginning with the first code letter. Each letter will be broadcast at least ***2 separate times***, before you begin to see the second letter broadcast. ***After you see the second letter, the first letter will not be broadcast again.*** The remaining letters will follow in the same way.

The code letter will not be announced in any way, it will appear only as a graphic in the viewer. This process is designed to assure your state association that will be filing for your CE credit that webcast viewers, watching in their offices, are actually paying attention and should be awarded CE credit. Each code letter will be repeated several times during the course, so it will be easy to see it and difficult to miss, if you are paying attention.

When you see an Attendance Verification code letter, jot it down. If you have already copied down a particular letter, you can ignore it when it is

repeated. The final code will consist of four **different** letters (for example, C, K, M, T). If you have been participating and paying attention during the course, **at the end of the program, you will have a four letter code that you may enter on your computer to confirm your Attendance for today's webcast.** As soon as the course ends, you **click on the tab marked, "Certificate"** and **enter the four code letters in the order you received them.**

If you do this and the code is correct, **a Completion Certificate will be issued documenting your attendance.** This certificate serves as proof of attendance for your personal records. Your individual State Agency will file the CE credit electronically and will also process a hard copy certificate if required by your state which will be sent directly to you. No future action is required on your part unless specifically noted below.

If you do not enter the codes at the conclusion of the webcast, you have 2 business days following the day you are viewing this webcast to log back into your account and enter the code letters. Each sponsoring state association will be pulling registration lists at that time. If you log back into your account and it is beyond this 2 day window, please contact your State Association and they will advise you on the proper reporting of your attendance!

To be compliant with State Regulatory Agencies, if you do not see the code letters for any reason the codes will not be provided by the Help Desk! Please contact your respective State Independent Insurance Agency for further authentication!

State Specific Documentation Requirements

Florida:

FAIA Webcast Acknowledgement Link can be found on the player under the related links section. This must be submitted by all registrants from the Florida Association of Insurance Agents. This is only for FAIA registrants. Registrants from other states can disregard.

Texas:

For any **IIAT** registrants viewing in a group, the **Group Viewing Roster** is available on the materials tab and should be printed and submitted to the Independent Insurance Agents of Texas for verification of group viewing. This is only for IIAT registrants viewing in a group, registrants from all other states can disregard.