



MHCA E-Learning Program

MHCA will continue with our monthly *e-learning sessions* for members this

year. These monthly educational sessions are, typically, short in length (45-90 minutes long) and always presented LIVE. The goal is to cover a variety of topics to support you in your mission to deliver high quality care and supportive services to your residents.

Webinar Platform

We will use our *ZOOM Webinar* subscription to conduct these webcasts. To participate, all you need is an electronic device, internet access and audio capability. If you're new to ZOOM, we recommend that you visit the Zoom [Help Desk](#) ahead of time to take advantage of their free tutorials.

Webinar Format

Each *e-learning seminar* is a stand-alone session so you will register and pay for each webinar individually. ZOOM has several key features – chat, polling, Q&A, etc. – which will be used to promote engagement, enhance communication, and elevate the *virtual* training experience.

How to Register

The *Invitation to Register* will be sent to MHCA members about 30 days in advance. To enroll, use the link provided to: (1) complete the online form, and (2) process your payment through PayPal®. *You do not need a PayPal® account to use this service; you can process your payment as a PayPal® guest.* Once approved, a confirmation will be sent to the email you provided (at the point of registration) which includes your personal link to join the Zoom Meeting. **Please do not share your login information with others as it is unique to you and registrants cannot join the webcast using multiple devices.**

CEU Requirements

MHCA's *Deemed Status* (granted by the Maine NHA Licensing Board) allows us to grant CEUs to Administrators who attend our LIVE web-based programs. To earn CEUs, you must: (1) register using your own name/email, (2) use your unique link to join/end the broadcast on time, and (3) respond to questions during the webcast. *MHCA reserves the right to determine the number of CEUs authorized for each seminar.*

Certificate of Attendance

ZOOM has a built-in system for collecting data throughout the webcast. We will rely on reports generated by ZOOM to demonstrate proof of attendance. *To be eligible for a Certificate*, your join and end time must coincide with the time needed to conduct the entire seminar. Partial credit will not be granted. After attendance has been verified, a *Certificate* will be emailed to all eligible attendees.

Cost

Approximately \$30 per session, per registrant. *MHCA reserve the right to adjust the cost as needed.*

Refund Policy

All cancellations must be submitted in writing. A full credit/refund will be granted if written notice is received at least one week in advance. For cancellations received less than a week in advance (or no shows), no credit or refund will be granted. Cancellations may be requested by fax (**207.623.4080**) or by emailing Ashley Ellis at aellis@mehta.org or Karen Michaud at kmichaud@mehta.org.