experience BKD LLP CPAs & Advisors

Group Attendance Sheet

Completion Date _____ **Webinar Title** _____

Presenter(s) _____

Groups: How to Obtain CPE

1. Please designate one person from the group to act as the "group leader".
2. The group leader should register for the webinar through GoToMeeting.
3. The group leader should log in and participate for the entire webinar, including answering the polls provided.
4. All group participants should complete and sign the attendance sheet. The group leader should also sign the bottom of the sheet to verify all participants' attendance.
5. Send the completed attendance form within 48 hours of the live webinar to training@bkd.com or fax to 417.831.4763, attention Rachel Hudson.
6. If all participation requirements are met, individual CPE certificates will be emailed within 15 business days of the live webinar.

Remember:

- Individual participants should not complete the attendance sheet. GoToWebinar automatically tracks individual participation online.
- All information, with the exception of signatures, must be typed and legible.
- Email addresses are required to send CPE certificates.

Company	Last Name	First Name	Email Address (to receive certificate)	Signature

Completed by the Group Leader

I verify and certify that all participants listed on this attendance sheet participated in the entire webinar.

Printed Name* _____ **Signature** _____

*The Group Leader listed should match the name used to register for the webinar.