

Contact Hours for SPG Members: ASPAN Learn Live Webcasts

*SPG coordinators may now offer their SPG members contact hours through ASPAN Learn as a **live webcast!***

Each SPG may offer a maximum of two one-hour contact hour presentations annually.
Each presentation must be 60 minutes in length.

Here are the steps:

1. The SPG coordinator identifies the date, topic, and speaker.
2. Six months in advance of the planned date, the SPG coordinator sends the date, topic, length of presentation, along with speaker contact information, in an email to **Linda Wilson** (lwilson@aspan.org) and **Donna Ingram** (dingram@aspan.org) at the ASPAN national office.
3. The presentation must be 60 minutes in length. It cannot be less or more.
4. ASPAN will send the list of needed items to the speaker with the deadline to submit (financial disclosure form, PPT presentation, post test).
5. ASPAN will proof the documents, PPT presentation, and post test sent by the speaker.
6. ASPAN will set up registration for the program in ASPAN Learn.
7. Information on how to register for the program in ASPAN Learn will be sent to the SPG's membership list by ASPAN.
8. The **live webcast** presentation will be open to SPG members only. Current SPG membership will be verified for all registrants one (1) week before program. If the registrant is not a SPG member, they may join the SPG at that time. If they do not join the SPG, they are removed from the registration list.
9. On the day of the program, SPG members will log into ASPAN Learn for the live webcast.
10. To earn the contact hour, registrants must attend the live webcast. This presentation will not be recorded to view later or to earn the contact hour.
11. After the program, each attendee will log into ASPAN Learn to complete the demographic form, evaluation, and post test, and collect their contact hour certificate.
12. The live webcast does not include time for a SPG meeting; schedule a separate Zoom event to hold a SPG meeting after the live webcast, if desired.
13. **Questions? Please contact Linda Wilson** (lwilson@aspan.org).