

## Continuing Education Attendance Requirements

It is the intent of The Vertex Companies, LLC (VERTEX) to present our clients with the best virtual learning experience possible.

To be in compliance with VERTEX's Continuing Education Attendance Requirements, you must be logged into ON24 for the entire presentation to receive 1.0 hour of CE, CLE and AIA credit.

Following the presentation, you will receive an email from Mai Tran with a link to an evaluation form to fill out and enter your bar number and/or license numbers. Please be timely in filling out the evaluation form, which will no longer be accessible after three business days.

Once you fill out the evaluation form, VERTEX will issue your certificates of attendance via email within 30 days.

### Tips for Attending a VERTEX webinar:

- Log in early to avoid unexpected delays such as computer updates or poor connections.
- If you are having trouble logging in, please clear your cache/history and try logging in again.
- All the boxes, or what ON24 refers to as "engagement tools," are resizable and moveable, so feel free to move them around or minimize any of them to get the most out of your console.
- ON24 supported web browsers: Chrome, Edge or Firefox.

### For Florida CE:

To be compliant with Florida's Administrative Code, VERTEX is required to verify attendee identity via government issued photo ID. Please upload your government issued photo ID to a secure portal via the following link.

<https://secureclientportal.vertexeng.com/ul/QQpK3zgjk>

Failure to do so will result in VERTEX not reporting attendance for Florida CE credit on your behalf.

\*If you have submitted your license for Florida CE credit in the past, you do not need to resubmit.

