



# ALHAMBRA MEDICAL UNIVERSITY ALUMNI ASSOCIATION



## ZOOM CLASS GUIDELINES

### 1. DISPLAY NAME REQUIREMENT

- PARTICIPANTS MUST CHANGE THEIR ZOOM DISPLAY NAME TO MATCH THEIR LICENSE NAME AND LICENSE NUMBER.
- A SCREENSHOT OR PHOTO MUST BE TAKEN FOR RECORD-KEEPING PURPOSES.

### 2. ATTENDANCE POLICY

- NO ENTRY WILL BE ALLOWED AFTER 15 MINUTES FROM THE CLASS START TIME.
- NO EXIT WILL BE ALLOWED BEFORE 15 MINUTES FROM THE CLASS END TIME.
- LATE AND EARLY LEAVE PARTICIPANTS WILL NOT RECEIVE CREDIT FOR ATTENDANCE.

### 3. SIGN-IN / SIGN-OUT PROCEDURE

- PARTICIPANTS MUST SIGN IN UPON ENTERING THE ZOOM CLASS.
- PARTICIPANTS MUST SIGN OUT BEFORE THE CLASS ENDS.
- BOTH SIGN-IN AND SIGN-OUT ARE MANDATORY FOR ATTENDANCE VERIFICATION TO OBTAIN CERTIFICATION.

### 4. EVALUATION FORM REQUIREMENT

- PARTICIPANTS MUST COMPLETE AND SUBMIT THE FEEDBACK FORM.
- CREDITS WILL NOT BE ISSUED WITHOUT A SUBMITTED FEEDBACK FORM.

**PLEASE NOTE:** CEU/PDA CREDITS WILL ONLY BE ISSUED AFTER VERIFICATION AND CONFIRMATION OF ALL SIGN IN, SIGN OUT SHEET AND EVALUATION FORM.

#### Contact us:

Phone / Text: (626) 421 8436  
Email: [amuaa.tcm@gmail.com](mailto:amuaa.tcm@gmail.com)  
Website: [www.amuaa.org](http://www.amuaa.org)

#### wechat:

