



How to Take Attendance

For live presentations, webinars, conferences, and overseas tours, taking attendance and retaining documents for seven years is required. Each course type listed above has a different method to take attendance.

Live Face-to-Face Presentations and Conferences, and Overseas Tours

- Attendees must manually sign their full signature on an attendance record (commonly called a ‘sign-in sheet’) once a day.
- Providers can use the [Attendance Record Form](#) available on the PDA Provider Resource page or they can create their own form.
- The completed Attendance Record Form must be saved for seven years, either digitally on a computer or in paper form.
- Conferences are a bit trickier because attendance tracks multiple variables of PDA points and NCCAOM recertification categories. Attendees manually sign their full signature on an attendance record at the registration desk when they enter the conference. At registration, the attendee receives the [Participant Attendance Verification Form](#). They initial the sessions they attend and hand in the form before leaving the conference. Electronic attendance tracking is also an option. All electronic files must be saved for seven years.

Webinars and Virtual Conferences

- Documenting attendance for a webinar or virtual conference involves tracking computer login and logout times.
- Providers should make sure that the attendees are aware they will receive PDA points ONLY if they login at the beginning of the webinar and logout at its conclusion. PDA points should not be awarded to attendees with any variations in log times.
- The computerized Attendance Record must be saved for seven years.