



---

## Video in Group

- Your staff can take any webinar as a video-in-group without having to log in on individual devices. The Ohio EPA allows all webinars to also be done as Video in Group sessions.
- Not all webinars are approved as a Video in Group session. Since all webinars are approved as webinars, it is a mere formality to get approval for the same content as a Video in Group. Just let me know which webinar your group would like to do, and I will submit that webinar for approval as a Video in Group.
- Please let us know which webinar your group wishes to attend at least one week prior to the day of the webinar to ensure pre-approval as a Video in Group (VIG). Pre-approval is not required, but ebiz can be entered more quickly after the training has completed.
- Your staff can register at the last minute and still do VIG, but I may not have the approval number before the day of the class. Since hours are required to be submitted within 60 days of the course date, I really do not see a post course date approval as a problem.
- There will need to be a proctor (Manager, supervisor or someone in attendance) to make sure people sign in and out throughout the day. They need to sign out if they are not in class while in session. The Ohio EPA wants signatures for breaks (beginning & end), before & after lunch, and at the beginning and end of the day. We have a form that we will send for the signatures. We will need this form back before we can enter ebiz for VIG attendees.
- Let us know if you want to do VIG on any webinar (2, 3, 6 hour), and we will submit them for approval. Either option is fine with us, but VIG is a good option for a larger number of attendees while webinars with extra devices are better for smaller numbers (<5). We can certainly approve any webinar as a VIG even for two people.