

Frequently Asked Questions about the 2021 Annual Conference

Q. *"I just completed the 12 hours of Essential Trustee Training from the IAFFPD. Do I still need to complete 3 hours of Continuing Trustee Education offered through NIAFFPD in January?"*

A. **Yes! This session on January 30, 2021 from 8 a.m. to 12:30 p.m. completes the continuing education requirement in compliance with PA-95-0799, The Fire Protection District Act.**

Q. *"When will I receive my Zoom log on information for the January 30, 2021 training?"*

A. **The log in information will be sent to you the week of the training and will be sent to the email that you used to register to attend.**

Q. *"I am not familiar with Zoom. How can I log on?"*

A. **A log on tutorial will be available to you the week before the training session. Additionally, we strongly suggest that all attendees try the link prior to January 30th. Please also send an email to admin@niaffpd.org with any questions or problems logging on.**

Q. *"How will you monitor that I am in attendance at the entire conference?"*

A. **There will be "polls" posted at random intervals throughout the Zoom training and each attendee is required to respond to the poll within the timeframe allotted for the polling. The poll will be a simple question that MUST be answered by each individual logged on to the Zoom training and the responses will be recorded by the Zoom Host Site. The NIAFFPD will verify and confirm attendance by these polls. The Office of the State Fire Marshal requires verification of attendance to receive credit. There will be no exceptions made to answering the polls. Please contact the NIAFFPD at admin@niaffpd.org prior to the training event with any questions.**

Q. *"Can I ask questions during the training sessions to the presenters?"*

A. **Yes. You will be able to submit questions online using the feature provided by Zoom. NIAFFPD committee members will be monitoring the online questions submitted and forwarding to the presenters for reply as time allows.**

Q. *"Will there be any handouts provided prior to the training?"*

A. **All handouts or PowerPoints used during the presentations will be posted on the NIAFFPD website (www.niaffpd.org) following the conclusion of the training on January 30, 2021.**

Q. *"When will I get my certificate for completing the training?"*

A. **The NIAFFPD will verify all attendance records and then transmit certificates to all attendees in February.**

Q. *"Can two trustees log on to one computer and watch the training together?"*

A. **Each trustee that will be earning credits for continuing education will need to be logged on separately to answer the polling questions to verify attendance. Each person requesting credit will need an individual log on and will have to complete the polling questions individually and this cannot be done by two people viewing one screen.**

Q. *“How much does it cost to attend?”*

A. **NIAFPD members can attend for \$35. Non-members will pay \$50. (Please make sure your 2021 Annual Membership dues have been paid. Any questions, contact admin@niafpd.org.)**

Q. *“Can I get a refund if I don’t attend?”*

A. **No. Once payments have been processed there can be no refunds. The training is available online and therefore can be completed from any location.**

For any questions not addressed or for more information, please contact admin@niafpd.org.