

Breaking the Chains of Human Trafficking: What Healthcare Professionals Need to Know

Proctor Responsibilities:

- Ask the individual if they pre-registered and paid the \$45.00, verify with the registration roster.
 - If not, collect a check made out to Mercy Organizational Development and record it.
 - Give them a receipt of payment
- Have everyone sign in on the sign-in roster and make sure they print legibly since they only get their certificate if we can read their information (Make sure you as the proctor can read their name and email.)
- Impose that they must attend the entire event to receive the 3.5 contact hours of nursing continuing education credit
- Hand out the handouts, pre and post-tests and evaluations
- During presentation, collect questions from participants and type them on livestream conference call (Mercy's local proctor will present them to Teresa)
- At the end of the presentation, collect pre-tests, post-tests and evaluations
- Send in the completed rosters, pre and post tests and evaluations to Mercy via email
 - scan them and email them to: kstickley@mercy.org
- Mail in any checks that were received to:
 - Mercy Organizational Development
701 10th St. SE
Cedar Rapids, IA 52403
- Once the rosters are received by Mercy the Certificates with contact hours will be created for everyone who was on the roster that you sent in.
- The certificates will be sent back to you the proctor via email, and it is your responsibility to get them to all of those who attended the event at your site.