Procedures for Electronic Scanning at Training Courses and Conferences

The following procedures have been implemented by the Division of Building Standards and Codes for presenters or organizations that have opted to use an electronic scanning system instead of having individuals complete our class registration sheet. Failure to follow these procedures will result in the individuals not receiving credit for attending the course. It is the responsibility of each presenter and/or organization to explain these procedures to the individuals attending the courses.

Requirements for Courses that are 1 or 2 hours in length

Individuals are required to be scanned in at the beginning[1] of the course. Any individual that attends the course but is not on the scan file as scanning in at the beginning[1] of the course will not receive credit for attending the course.

Requirements for Courses that are 3 or more hours in length

Individuals are required to be scanned in at the beginning[1] of the course and scanned out after the completion of the course[2]. Any individual that attends the course but is not on the scan file as scanning in at the beginning[1] of the course and scanning out at the end[2] of the course will not receive credit for attending the course.

Courses offered at Conferences

- The above procedures also apply to courses being offered at conferences.
- If several one-hour or two-hour programs are being offered consecutively, each individual must be scanned in at the beginning of each course, even if an individual does not leave the room in between courses. It is the responsibility of the presenter or organization on how this is implemented.

The presenter or organization must submit the electronic import file in the format specified by the Division of Building Standards and Codes. The original scan file generated from each of the hand scanners (or tethered scanner) for each course must also be submitted at the same time as the electronic import file. This information should be emailed to the Division of Building Standards and Codes within one month of the presentation date.

If for some reason the scanning system does not appear to be working properly, it is up to the presenter or organization to provide a registration sheet for the individuals to document their attendance at the course. Courses that are 1 or 2 hours in length require the individuals to sign in for the course. Courses that are 3 or more hours in length require the individuals to sign in and sign out of the course.

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1. **The beginning of the class is determined as 30 minutes prior to the scheduled start time of the course to 15 minutes after the scheduled start time for the course. Scans outside this time frame will not be credited toward attending the class.**

2. **The end of the class is determined as the scheduled end time of the course to 15 minutes after the scheduled end time of the course. Scans outside this time frame will not be credited toward attending the class.**