



Group Attendance Sheet

Completion Date August 9, 2019 **Webinar Title** What We Learned from Tax Reform for Businesses
Presenter(s) Rick Klahsen, Damien Martin, Jesse Palmer & Melissa Pozniak

Groups: How to Obtain CPE

- 1. Please designate one person from the group to act as the "group leader."
- 2. The group leader should register for the webinar through GoToMeeting.
- 3. The group leader should log in and participate for the entire webinar, including answering the polls provided.
- 4. All group participants should complete and sign the attendance sheet. The group leader should also sign the bottom of the sheet to verify all participants' attendance.
- 5. Send the completed attendance form within 48 hours of the live webinar to training@bkd.com or fax to 417.831.4763, attention BKD L&D Department.
- 6. If all participation requirements are met, individual CPE certificates will be mailed within 15 business days of the live webinar.

Remember:

- Individual participants should not complete the attendance sheet. GoToWebinar automatically tracks individual participation online.
- **All information, with the exception of signatures, must be typed and legible.**
- Email addresses are required to send CPE certificates.

Company	Last Name	First Name	Email Address (to receive certificate)	Signature

Completed by the Group Leader

I verify and certify that all participants listed on this attendance sheet participated in the entire webinar.

Printed Name* _____ **Signature** _____

*The Group Leader listed should match the name used to register for the webinar.