



ATTENDEE CHECKLIST

Welcome to the DOCS Interactive ((LIVE)) Stream!

If you have not yet logged into the DOCSLiveStream.com website to set up your profile, please do so now. The event website is where you will access your Pre-Course Study materials, get assistance from our Tech Support team, watch your ((LIVE)) Stream course, and more!

Login information will have been sent via the confirmation email you should have received by now. If you did not receive the email, or would like additional assistance, please email our support team at clr@docseducation.com or call 877-325-3627.

Please review each of the sections below to get ready.

The items in red are **required** to be completed by June 4, 2026 in order to receive the full CE credit for your course.

1. Get your computer and technology set up.

- A desktop or laptop computer with audio and video capabilities linked to a high-speed Internet connection to view the presentations.

****IMPORTANT NOTE** You MUST watch all Interactive ((LIVE)) Stream Sessions on a desktop or laptop computer.**

If you watch on a device other than a desktop or laptop (such as a smartphone or tablet), your attendance and participation will not be recorded and full participation is not possible.

If you are planning to use an Apple device, there are some known issues between our video management system and the Safari internet browser. Wherever possible, please use Google Chrome browsers to have the best performance. Please check the FAQ on the DOCSLiveStream.com website for additional guidance.

2. What to study before your first session.

- You MUST watch all assigned Pre-Course study material and pass the Pre-Course Quiz by June 1, 2026.***

Dates and times will be in the ALL ACCESS email and listed in your DOCSLiveStream.com account.

You MUST attend all assigned Faculty Office Hours by June 4, 2026.*

- Faculty Office Hours must be attended *after* successful completion of the Pre-Course Quiz.

NOTE: This does not apply to Oral Sedation Recertification or Light Sedation attendees or to Team Members.

**If you cannot make the live office hours or register too late to meet the above deadlines, you must alert DOCS staff as soon as possible so that we can create a make-up schedule to complete these prerequisites. Full CE credits cannot be given without the completion of the above two requirements.*





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3. Review the items in your attendee box.

- Course manual and reference guide
- Regulatory Reference Sheet for your state
- Something to keep your hands busy
- Pill crusher
- Membership Information
- Product catalogs and IV brochure
- Goodies and snacks

4. Test your computer systems.

- On Thursday, June 4, DOCS will have tech support available to help you test your computer and audio systems. Please plan to spend 5-10 minutes between the hours of 4-7 PM PT / 7-10 PM ET to confirm connectivity and address any audio and video issues. You will access the Tech Support team through the DOCSLiveStream.com website.

While these tech support hours are not required, we highly recommend that you attend to reduce any friction the day of your course.

5. The ((LIVE)) Stream and support.

- You MUST attend all assigned Interactive ((LIVE)) Stream Sessions.**

If you will miss any of the ((LIVE)) Stream sessions, you must alert DOCS staff as soon as possible. No make-up course is guaranteed, and your absence may result in a rescheduling of your course until the next Interactive ((LIVE)) Stream event.

Courses begin at 6 AM PT / 9 AM ET each day of the event. Your ALL ACCESS email will list your agenda, and you can also review it on the DOCSLiveStream.com website.

- You MUST participate in polling throughout the Interactive ((LIVE)) Stream Sessions.**

In order to participate in polling you must be watching from a desktop or laptop computer. **DO NOT use a smart phone or tablet (iPad, Kindle, Chromebook, etc)** otherwise your attendance and participation will not be recorded.

- Tech support will be available on Friday and Saturday morning. Check on the DOCSLiveStream.com website for available times.
- Course Moderators will be online during each session and will monitor questions being asked. You may be given the opportunity to ask your questions live via your audio connection during the Q&A time. Just "unmute" yourself to talk when instructed.
- Our Regulatory Counsel will be holding office hours throughout the program for your questions. Check the DOCSLiveStream.com website for available days and times. DOCS Members can schedule private sessions at other times with David Palmer, Esq. via email at regulations@docseducation.com.

