**Prior to Meeting:**

[ ] District Chair will check the Event Calendar. If the date is available, add the event information to the calendar. Only one event per day.

[ ] District Education Chair will create a Zoom Meeting link and complete the District CE approval form at least 4 weeks prior to course. <https://www.tota.org/district-ce-approval>

[ ]  The District Education Chair will create calendar item on the website and **save it but will not publish it.**

[ ]  Once approved, the event will be posted on the LMS (Teachable), on the website and on the TOTA approved course list.

[ ]  Registrants will enroll and register through the TOTA website.

**During & After Meeting:**

[ ]  Record your event and save in the Zoom cloud.

[ ]  Attendees will receive credit once they answer the questions through the LMS.