

# RISK MANAGEMENT WEBINAR SERIES INSTRUCTIONS



## 1

### BEFORE YOU BEGIN

The PPP Risk Management Webinar Series is a modified version of the full-length recorded webinar and is broken down into 8 short episodes. To obtain the Risk Management Professional Liability premium discount and full CE credits, all 8 episodes in the series are to be completed in their entirety. Before you begin, please ensure you allocate time to complete each course in its entirety as there is no pause or save button. You will need your PPP policy number, state dental license number, and AGD number (if applicable) in order to register.

You can view this webinar from anywhere, anytime, using a compatible computer or mobile device. **It is highly recommended that you check your system requirements to avoid any connection issues. This option will be provided in your confirmation email and will look similar to the screenshot to the right.**

GoToWebinar Attendee System Check for Webcast Webinars

**Looks good! You can join a webinar.**



✓ OS - Windows 10

✓ Browser - Chrome 89

✓ Internet connection - Strong

[Test your system again](#)

[View System Requirements](#)

Next steps



**Join webinar**  
Attendee



**Learn how**  
Join guide



**Troubleshoot**  
Attendee connection

Are you hosting a webinar? [Check your system.](#)

## 2

### INITIAL REGISTRATION

The webinar can be accessed at:  
[www.protectorplan.com/risk-management](http://www.protectorplan.com/risk-management)

Click the gold icon labeled  
**“PPP Risk Management Webinar Series”**.

#### Additional Risk Management Resources

PPP Risk Management Webinar:  
Full-Length

PPP Risk Management  
Webinar Series

Virtual and Live Seminar  
Schedule

\*You will need to have your PPP policy number if you are a PPP insured dentist taking the online course.

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## COMPLETE ALL REQUIRED FIELDS

Once you click on the gold button, PPP Risk Management Webinar Series, you will be taken to a landing page where all 8 episodes of the webinar series are posted. The episodes may be viewed in any order. **Before you begin, please ensure you allocate enough time to complete each episode from start to finish as there is no pause or save option.** Once you click on the episode you would like to watch, you will be taken to a registration page. Please complete all required fields. The episode will automatically begin as soon as you submit your registration. If you are not ready to complete the episode at the time of registration, you will receive an email containing a link for you to access the episode at your convenience.



### Professional Protector Plan Risk Management Webinar

\*Required field

First Name*	Last Name*
<input type="text" value="Ashley"/>	<input type="text" value="Lacourse"/>
Email Address*	State/Province
<input type="text" value="alacourse@bbprograms.com"/>	<input type="text" value="Choose One..."/>

Unless making a secure payment with your credit or debit card via a third-party payment processor, this form is not designed to collect confidential or sensitive personal information (e.g., financial information, social security numbers).

PPP Policy Number

State Dental License Number

AGD Membership Number (if applicable)

# 4

## QUESTIONS DURING THE COURSE

There is an option to send in a question via the chat feature.. Please note: An answer will **not** be provided while watching the webinar. An email will be sent with your question to the Risk Manager, who will respond to this question once he/she receives the email.

### CHAT

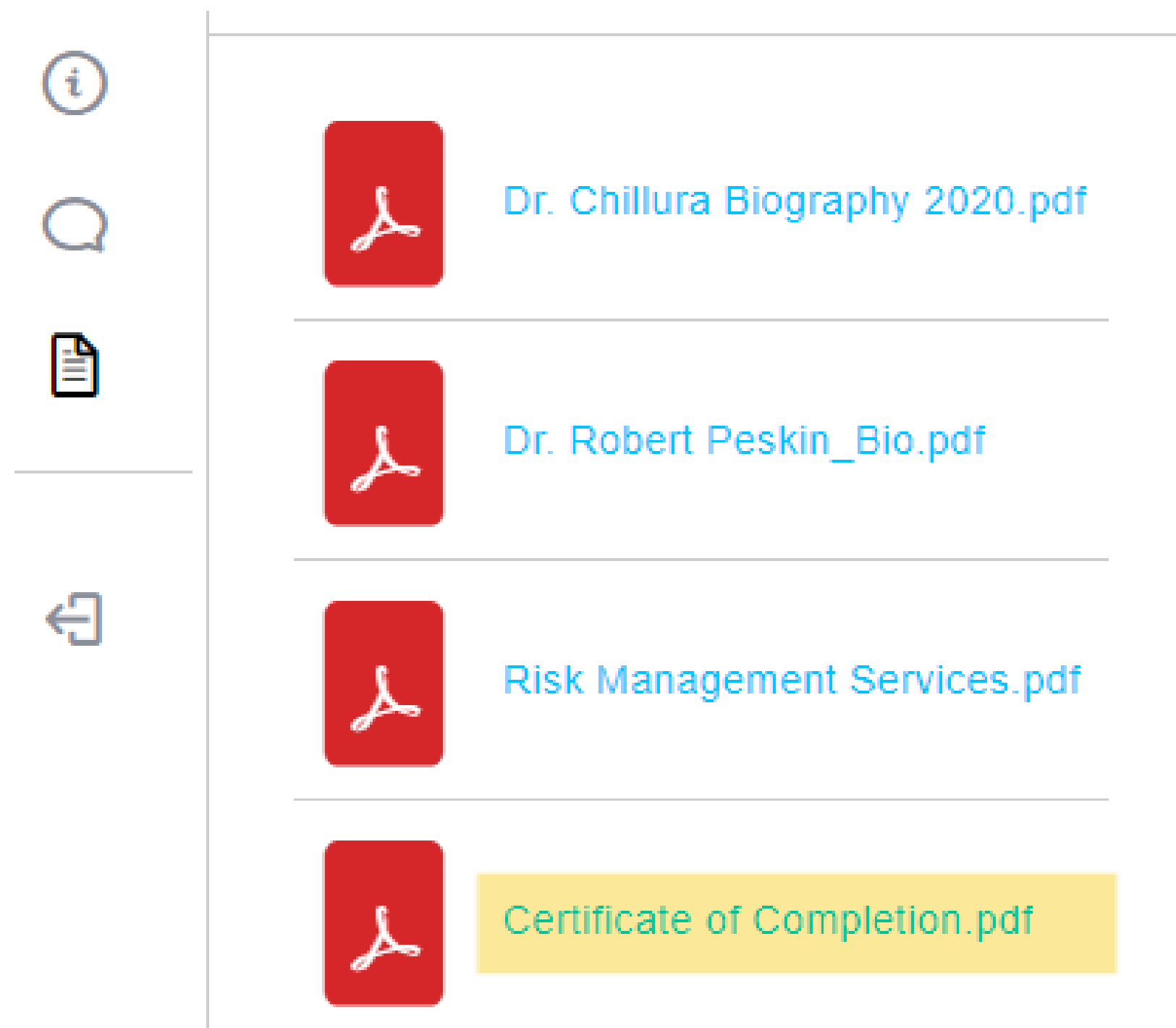
SEND



# 5

## CERTIFICATE OF COMPLETION FORM

Throughout the webinar series, you will be instructed to download and fill out the the **Certificate of Completion** form. Please note, all 8 episodes need to be completed in their entirety in order to obtain the 10% professional liability, CE, and AGD (if applicable) credits. You will find the option to download on the left-hand side of the screen. Once the forms are completed, please send to Ashley Lacourse at [alacourse@bbprograms.com](mailto:alacourse@bbprograms.com) in order to obtain the 10% professional liability credit and your AGD credits.



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## FINISHING THE WEBINAR

After completing each episode, select "quit" and you will be prompted to complete a survey. This will confirm your attendance of the course and provide you with the appropriate CE credits. This **MUST** be completed.

For assistance and technical support, please contact Ashley Lacourse at [alacourse@bbprograms.com](mailto:alacourse@bbprograms.com).