

**GEORGIA ASSOCIATION OF PUBLIC PLAN TRUSTEES®**  
**ONLINE SESSION OVERVIEW**

Continuing Education Sessions | *Asynchronous Sessions (Distance-Online)*

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**SESSION DESCRIPTION:** The session’s summary is listed on its main page in the GAPPT online platform (LMS).

**SESSION COST:** The cost is listed on the session’s main page in the GAPPT online platform (LMS). Member and non-member pricing is listed, if applicable.

**SESSION LEARNING OUTCOMES:** A session’s learning outcomes are listed under its “FAQs” section, which can be accessed on the session’s main page in the GAPPT online platform (LMS).

**SESSION PREREQUISITES:** If applicable, a session’s prerequisites are listed on its main page in the GAPPT online platform (LMS).

**EQUIPMENT REQUIREMENTS:** A computer, tablet, or smartphone and internet access are required. Google Chrome is recommended to prevent assessment issues. Equipment requirements are also listed on the session’s main page in the GAPPT online platform (LMS).

**ASSESSMENT:** A ten (10) question assessment consisting of multiple-choice or true-false questions is at the end of a session’s video recording. Participants must receive a score of 70% or higher to complete the assessment. An unlimited number of attempts is provided.

**GAPPT CONTINUING EDUCATION CREDITS (CECs):** The number of a session’s Continuing Education Credits is listed on its main page in the GAPPT online platform (LMS). To earn GAPPT CECs, a participant must view a session’s video recording and pass its assessment. GAPPT CECs are automatically uploaded to a member’s transcript upon the session’s completion.

**IACET CONTINUING EDUCATION UNITS (CEUs):** If available, the corresponding number of IACET CEUs is listed on a session’s main page in the GAPPT online platform (LMS). To earn IACET CEUs, a participant must view a session’s entire video recording and pass its assessment. Awarded IACET CEUs will be noted in the session “Description” section on an individual’s transcript.

**NOTIFICATION AND CERTIFICATES:** Upon successful session completion, participants receive an email notification with a link to a downloadable certificate. Participants can view all the certificates earned in the “My Account” section on the online platform’s homepage.

**GAPPT EDUCATIONAL POLICIES:** A listing of the Association’s policies, including the Anti-Discrimination Policy, Policy for Disclosure of Financial and Proprietary Interest, Policy for Intellectual and Legal Property Rights, and Policy for Learner Privacy and Information Security, can be viewed at <https://gappt.memberclicks.net/policies>

**SUPPORT SERVICES:** For assistance, attendees may contact [info@gappt.org](mailto:info@gappt.org). Inquiries will receive a response within 24 hours during regular business hours (9:00 AM – 5:00 PM, Monday through Friday).