

**How to Acquire Training Hours**

[Technical Training](http://www.scte.org/SCTE/Chapters/Technical_Training_Chapters.aspx)

Chapters must promote/advertise the event in advance to the chapter member email list. The notice should be sent at least 21 days in advance and the chapter should CC: chapters@scte.org. Chapters are required to hold training at least once per quarter per the chapter bylaws.

**Webinars**

Webinars are a great way to offer training to multiple locations and acquire matrix points by providing a webinar. The following are requirements and guidelines for webinar reporting:

* Submit the [Webinar Request Form](http://www.scte.org/SCTEDocs/Chapters/SCTE%20GoToWebinar%20Request%20Form.pdf) to Chapter Support at least 15 days prior to the event, otherwise we may not be able to count it towards the chapter’s training hours.
* Chapter membership must be notified in advance of the webinar presentation. It is recommended the chapter send a notice at least 30 days in advance. Chapter Support must receive the notice from the *host* chapter as well as any *participating* chapters.
* The *Host* chapter receives “teamwork” points, providing the participating chapters notify their membership of the event. The *host* chapter receives “webinar” points in the matrix for providing the webinar and credit for the training hours.
* *Participating* chapters receive credit for the training hours if proper documentation is submitted.
* For *host* chapters as well as any *participating* chapters, attendance must be [recorded](http://www.scte.org/documents/chapters/Attendance%20Record%20rev%202-26-09.doc) at each location and submitted with meeting information. Training hour credit will be recorded for each location with 5 or more attendees.For example, if you have 5 locations with 5 or more in attendance and the webinar was 2 hours, the chapter would earn 10 training hours*.*
* Chapters should offer no more than 50% of training events as only webinars. MSOs find value in hands-on, in-person events as well.

[Vendor Days](http://www.scte.org/SCTE/Chapters/Chapter_Vendor_Days.aspx)

Chapters get credit for hours the exhibit floor is available to attendees. Vendor set-up, receptions, golf, motorcycle rides, fishing trips or any other extracurricular activities do not count toward training hours.

**Training Seminars During a Vendor Day**

Same guidelines as a chapter training. Concurrent sessions count as separate events. Lunch keynote does not count as a “training session during a vendor day” on matrix.

[Cable-Tec Games](http://www.scte.org/SCTE/Chapters/SCTE_Cable-Tec_Games.aspx)

Hours are added for standalone events or in conjunction with a Vendor Day. If the time is not broken out in the meeting notice or defined by the chapter, we will record 2 training hours minimum. Additional hours may be added, depending on the number of contestants.

If you have any questions, contact Chapter Support at chapters@scte.org.