**District Meetings:**

1. District Chair will check the Event Calendar (link may be found when you sign in to the TOTA website). You must have board admin permission. If the date is available reserve the event on the calendar. Only one CE event per day.

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

3.  The course will go through the required CE approval process and will not be published until approved. In some instances, the course will be published with a “pending approval” notification.

4. TOTA office personnel will create a calendar item for the Upcoming Events section of the website.

5.  Once the course is approved, a registration link will be created by TOTA office personnel.

6. District courses are typically free to TOTA members. There is a charge for non-members.

7.  Record your events and save them in the Zoom cloud.

8. See *User’s Guide to TOTA LMS* for the process to enroll in the course.

***Workshops:***

The same steps are required, but the workshops will be available to both members and non-members.