

Virtual Guide, Standards, and Policy:

It is required that all students pre-register for both ZOOM class meeting and the ClassMarker web system. For both systems students will be sent specific code links via email directly from the training academy after class registration and payment is complete through the training academy website. With those links, students will receive all required class materials attachments, it is recommended that students print these documents prior to class.

Reminder – if the student logs into ZOOM 15 minutes after designated class start time, they will be dismissed, and no refunded will be issued. Please refer to **Tardy or Late Policy, No Show Policy, and Cancellation/Rescheduling Policy**. Please log into the training class 5-10 minutes early for class to make sure any issues are resolve on student end; students will automatically be placed in a “waiting room” on ZOOM till the class designated start time. Once class designated start time occurs, instructor will open virtual class meeting room.

Follow this list of items each student is **REQUIRED** to have to complete virtual classes:

- CBRF UWGB Participant Guide (will be sent digitally prior to)
- Any hand-outs sent with Participant Guide (will be sent digitally prior to)
- Device with microphone and camera, we recommend **NOT** using a cellular

phone as it will not allow for both ZOOM and ClassMarker open at the same time. If cellular phone is used for ZOOM, it is recommended that student have another device available to take the test at the end of the course.

- Scrap paper, pen/pencil, and highlighter
- Photo ID

Classroom Etiquette – although the environment has changed, classroom etiquette has NOT! Students must conduct themselves in a professional manner.

The camera of the device required for the ZOOM class meeting, **MUST** always be **ON** with student in view. Failure to be seen by the instructor will result in dismissal from class, no refund will be issued. If a student is **NOT** fully engaged in the class, they will be dismissed, and refund will not be issues. Cellular phone used during the class is strictly forbidden unless the phone is being used for the designated device for virtual training.

Breaks will be given by the instructor during class if class is longer than 4 hours. No smoking or vaping during class. If student need to use the restroom during class, please inform instructor during class via ZOOM chat.

If there are any specific items required for the registered selected class, it will be indicated in the pre-course email that contains class document attachments.

Effective 06/24/2022