

Dear Students,

As you prepare for your upcoming virtual class, there are a few things to be aware of in order to have a successful training experience.

Your upcoming class is designed so that you are actively engaged. Please be prepared to fully participate throughout the entire class, including in both small group activities and discussions. This is not a webinar or a lecture. We want you to engage, participate and ask questions!

Please plan to be in a location that is free of distractions. Log in to the class **a minimum of 15 minutes** early so that you can have everything set when class starts. Please also have any class materials open or printed and ready for use before class begins.

When you log in, you will be prompted to select your audio preference. If using a computer, a headset is recommended, but not required.

In order to receive your certificate of completion, you need to be engaged throughout class. We will run an attendance report at the end of the class and issue certificates based on that report.

Additionally, there will be a short online course evaluation survey at the end of class. Your feedback is reviewed and valued!

Thank you very much for your flexibility in attending the class via this medium; we appreciate it and hope you enjoy it!

If you have any questions or concerns regarding the live virtual training, please email CPS at trainingcenter@cpsrh.us