



Participant Expectations for Virtual Zoom Trainings

In order to maintain the quality of our trainings, there are some necessary expectations for you as a participant.

To receive credit for the training, please refer to the following expectations:

- Each virtual Zoom class will be accessible 10 minutes prior to the start time. The class will “close” 10 minutes after the start time. Prior to the virtual training, participants are asked to wait in the “waiting room”. You will be admitted when the class begins.
 - If you do not log in on time, you have the option of staying for the content of the training but you will not receive credit if you are more than 10 minutes late.
- Join the virtual Zoom class for the **entire time** it is scheduled.
 - You will receive an invitation to each Virtual class via email from 4C for Children.
 - Each virtual Zoom class will have a specific meeting ID which will only work for that particular class.
 - Prior to the start of the virtual Zoom class you will join the by clicking on the link in your email. Please log in and be ready to go at the beginning of the virtual Zoom class.
 - **During the class:**
 - Participants are required to type their name in the “Chat” feature when asked to do so by the Instructor or Workshop Assistant for attendance purposes. This may occur up to three times throughout the training. This is to determine if a participant will receive credit for the training.
 - All participants will be “muted”, as this will cut down on background noise and feedback. Please feel free to unmute when participating in the training.
 - Use the “Chat” feature to answer questions, ask questions, engage with other participants and instructor through the live Zoom class.
 - Participate as much as you can in the virtual classes – you will get more out of it if you are more involved.
 - If your instructor provides short breaks, please return in a timely fashion so the Instructor can resume the training.
 - Please be stationary, on camera and in view, except during breaks or if you need to briefly step away.
 - **At the end of class:**
 - You will receive an evaluation and demographics survey via chat. This will take roughly 1 minute to complete.