

**Instructions for Joining a Training on Zoom**

1. Please retrieve your zoom link and password from your Email and log into Zoom 10-15 minutes prior to the start time of the training. We recommend copy/pasting the Zoom link into Google Chrome. This will bring you right to the training room where you need to just type in the password for full access. Once the training has started, the trainer will not have access to email to assist you with accessing Zoom. We have a help page on our website just copy and paste this link:

716ceu.org/information-to-know/

2. While in your 716 CEU account, please download the training materials provided (if any) by the trainer so you can follow along as needed. Some training materials are too large to be emailed, so please try to download them from 716CEU.org before contacting your instructor for the materials.

3. After clicking (or copy/pasting) the Zoom link, while you are in the waiting room please test your microphone and video. This is an interactive training for all attendees and it is required for you to have access to a working microphone. Video is required.

4. To receive CEUs your attendance is required for the entire training. We encourage you to sign on early to address technology barriers before the start time because of this.

5. This training will start promptly at 9:00 am as we only have 4 hours to review all of the material. If you are going to be late, please notify us ahead of time.

6. In order to receive your certificate of completion, you will need to have your video on throughout the entirety of the Training. There will also be an attendance sheet shared with you on google sheets/google docs via your email.

Please complete your identifying information and add your timestamp by pushing all keyboard keys at the same time:

CTRL + ALT + SHIFT + ; (Control Alt Shift Semicolon)

When adding your license number please add a # sign before your numbers.

7. An evaluation of the course will be ready for you to complete within 10 minutes after the end of the training. We must receive this to issue your certificate.