

# ZOOM CLASS RULES

Your Zoom link will be emailed to you 2-3 business days prior to the class date. It is your responsibility to let us know if you have not received it prior to the class date.

Please login early, in case of technical difficulties! Please be patient in the waiting room while the instructor checks each student in.

## **WE STRONGLY RECOMMEND AGAINST USING A CELL PHONE FOR THE ZOOM CLASS.**

If you **MUST** use your phone, you will need to turn on your “do not disturb” setting during the meeting. Phone calls and notifications will disrupt your connection to class, and may kick you out of the meeting.

## **YOU MUST BE ON TIME AND PRESENT FOR BOTH SESSIONS TO RECEIVE YOUR CERTIFICATE.**

You will join with link (same link & passcode for both days):

[Click here for RESCHEDULING & cancellation policies](#) (must give 2 **business days'** notice)

**IF YOU DO NOT HAVE ZOOM** on your device, please click here to download Zoom: <https://zoom.us/support/download>

**IF YOU ARE NEW TO ZOOM**, you can familiarize yourself with the application by starting a meeting. You do not have to invite anyone to your meeting to get familiar with the look and functionality of the application.

Once class starts, **we cannot allow late arrivals**, or give assistance with technical issues.

## **MEETING RULES** (know before you join):

- **No late entries!** Once the training starts, the instructor will not stop the meeting to allow late entries.
- Classes are recorded for quality purposes, and are taught in ENGLISH! By joining the meeting, you agree to being recorded.
- **Participants' screen name must match their registration name.**
  - You may change your name once you are in the Zoom meeting:
- **YOU MUST BE VISIBLE ON VIDEO** at all times throughout the whole class, or we **MUST REMOVE YOU** from the meeting and you **WILL NOT** receive your certificate.
- **NO DRIVING or participating in any vehicle while in Zoom class or you will be immediately dropped** from the class, not allowed back in, and will not receive your certificate. This is unsafe, illegal, and we will not accept any liability for that.
- **NO MULTI-TASKING DURING CLASS** with children, chores, phone calls, etc. or you will be dropped. This is a class!!
  - Participants must participate in a quiet area with no distractions.
- **YOU MAY NOT LEAVE CLASS** while the instructor is teaching.
  - You will be given breaks throughout class.
  - If you have an emergency, please let the instructor know **BEFORE** you leave.
  - Students who leave while class is in session **WILL NOT** receive their certification.

- Please note that any time the instructor has to stop the class to reinforce the meeting rules, she is disrupting the other students.
- **IF YOU HAVE A TRANSLATOR**, they must also be visible on the video and actively translating. You will be asked questions throughout class, and are required to participate to receive certification.
- We cannot be responsible for technical difficulties. If your device drops your meeting, you will need to reschedule your training.
- **Your final certificate will be mailed to the address on your registration and arrive VIA US MAIL WITHIN 7-10 BUSINESS DAYS. You may reply to this email to confirm your address**