TCCA POLICY ON "LIVE VIRTUAL" EDUCATION

Following is a policy on virtual education hosted by TCCA Chapters. The Committee will review requests for approved hours only if the following policies are adhered to:

A. **REQUESTS FOR TRAINING**
   1. All the regular policies and procedures for requesting education remain in force as to deadlines, certified facilitators, etc.
   2. Training will be requested through the TCCA website per usual application processes.

B. **TRAINING and FACILITATORS**

   1. ALL training must be LIVE VIRTUAL—no prerecorded trainings will be approved.

   2. ZOOM is the only acceptable platform allowed for virtual training. TCCA Education will purchase zoom account for use by the Committee and Chapters for educational purposes only.

   3. Each session must have a least one facilitator and a moderator.

        a. The moderator will do roll call, monitor attendance and comings/goings of participants
        b. Moderator will monitor the "chat" for questions and comments

   4. All facilitators, moderators and participants MUST be on a device larger than a cell phone-participation by cell phones will not be allowed

   5. Facilitators/Monitors are not responsible for technical difficulties and cannot assist in log in after the presentation starts.

C. **PARTICIPANTS**

   Participants will:
   1. Participate on ONE device only, and the device must be larger than a smart phone
   2. Log in 15 minutes prior to session to check technology
   3. Not use virtual backgrounds.
   4. Answer roll call. If not present at roll call, will be dropped and not allowed to enter.
   5. Be present the entire session, and be both visible and audible throughout the entire presentation
   6. Not screen share their screens with other participants or facilitators
   7. Download participant materials (if applicable) prior to session.
   8. Dress appropriately, recognizing this is a work environment.
   9. Not multitask during the session.
   10. Minimize movement, as it causes distraction to other participants.
   11. Cancel registration if unable to attend to allow wait list participants to enroll-failure to do so may jeopardize ability to register for another session in the future.