

## Please read below information & requirements for LP online trainings for June 2020

- You must be pre-registered in sccLearn. No walk-in allowed.
- Zoom/Webinar log-in information will be sent to the registrants prior to the training. Some trainings require to pre-register with training site (zoom, etc), in order to receive your unique meeting ID/link. Please pre-register as soon as you receive the link. Do not share the meeting ID/link with others.  
If you have trouble with zoom/webinar registration, please try changing your browser and/or computer/device. We are unable to manually register you into the training. (Some people had success with Google Chrome for zoom registration.)
- If webcam participation is “Required”, please test your computer/device for zoom use prior to registering. Many of the work computers block access to camera and/or mic. If your webcam or mic does not work for more than 30 min, you will not receive credit. When webcam participation is “strongly encouraged”, please turn on your webcam, if you have capability.
- Please sign in to the zoom training site at least 10 min before the training, and wait to be admitted. Please match your display name to the sccLearn registration – “First name then Last name”, so that we can sign you in & out.
- **Evaluation & post-test must be taken immediately after the training. Link to the training evaluation and post-test will be sent to you before the scheduled end time. The link is only open for 30 min after the training end time.** (If you have difficulty with the link, please contact us during this time).
- You must **pass the post test with 80% or higher to receive CEU credits. No retake**, if you don't get passing score.
- We do not provide partial credits for our trainings. Please commit to stay throughout the training. If you are unable to attend the whole training, please do not register.
- Please make sure you are in a quiet room with access to WiFi and Power. Do not multi-task during the training. For your safety, **DO NOT DRIVE**, or you will be dismissed.