

## **Additional information for Live Virtual Training course approvals – Jan 2021**

- This Live Virtual Training Class will use Microsoft Teams as the platform.
- Each class will have a Hach Presenter and a Moderator.
- Hach pre-populates the Sign In Sheet/Knowledge Check with participant names, company, email address prior to each class. Prior to the start of the class, participants are required log into the event so we can capture attendance and operator ID numbers. Late 'joiners' are not allowed but will be able to participant in the next scheduled class, if they so choose.
- At the conclusion of the class, each participant is required to complete a Knowledge Check. Answers are recorded on the sign in/knowledge check sheet (sample attached)
- A Power Point slide presentation will be used for a portion of each class; the class will also include virtual hands-on lab exercises.
- Participants must attend and participate in the entire class. The Hach instructor will monitor the participation of each student. If attendance and participation is achieved, the participant will be able to download a Certificate of Completion from our Learning Management System after the class.
- The class sign-in sheet/knowledge check will be stored electronically for a minimum of 7 years. In addition, participant information is stored in our Learning Management System.