CLASS TIMES

4pm-9pm Fridays and 8am-5pm Saturdays. Please login at 3:30 p.m. on the first Friday, to make sure technical difficulties are worked out by 4:00 p.m. There will be a lunch(12:30 pm -1:00 pm) or dinner breaks (6:30 pm -7:00 pm) each day.

MATERIALS

A laptop or personal computer with sound and webcam is required for training. The training will consist of ZOOM Meetings and Computer Learning Modules. You will need something to take notes on and a writing utensil. The ZOOM sessions will be recorded.

PROFESSIONAL DEVELOPMENT POINTS

Participants will receive a certificate for 28 professional development points/24 CPE hours for completing the Virtual Institute training. You must complete the training to receive a certificate.

GE STORE

Be sure and visit the GE store to see the new educational products. Go to http://www.greatexpectations.org/store/ Shipping will be free the week of your training.

T-SHIRTS

GE t-shirts will be worn on last day of the virtual training. Participants will receive their shirt and GE Manual (Methodology 1) in the mail the week prior to training.

CANCELLATIONS

All cancellations must be emailed to gina@geok.org two weeks prior to the event. If registration fees have been paid and a participant cancels, a credit will be applied to the school for future GE training. You will be charged a $75 fee if you cancel after the two-week window.

CELL PHONES

Cell phones have been a distraction in the past. Please keep your cell phone turned off during Zoom meeting times.

Zoom Etiquette for Participants

- **Join early – up to 10 minutes before the meeting start time. Join 30 minutes early on the first day, so any technology kinks can be worked out.**
- **Make sure you are in an area with a stable internet connection.**
- **Keep your video on at all times, video camera connection is required for this class.**
- **Find a quiet space without interruptions/background noise.**
- **Have a plain background – more light is better.**
- **Adjust your camera to be at around eye level – especially take note of the angle of your laptop screen if using the built-in camera.**
- **Mute your microphone when not talking.**
- **Avoid talking over/at the same time as other participants.**
- **Be aware you are on camera and avoid doing other tasks, checking emails, looking at your phone etc.**
- **Only chat if you have a question pertaining to the subject at hand.**
- **Practice punctuality.**
- **Make sure your screen is the name you registered under. This will be used to take roll and address participants.**

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Great Expectations®

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